

NEW

# iPad

Volume 10

## Tips, Tricks, Apps & Hacks

The independent guide to unlocking your iPad's potential



New for  
2015

✓ Jailbreak essentials ✓ Secure your iPad ✓ Unlock more functions



# Welcome to **iPad** **Tips, Tricks, Apps & Hacks**

There has never been a better time to join the iPad revolution. The current range of tablets from Apple are among the most sophisticated, sleek and powerful tablets in the world, especially with the newest additions, the iPad Air 2 and the iPad Mini 3. There's been yet another fantastic update to the iPad's operating system in the form of iOS 8, which fine tunes the entire experience, and brings with it a number of added functions to apps like Messages, Siri and Photos. You can discover how to use these new tools in the Tips section of this bookazine, which explores each of the iPad's core apps in turn. But the iPad would be a less exciting device if you were limited to just the core apps – which is why you'll find great advice on how to use a range of exciting third-party apps in the Tricks chapter. Using the tutorials here, you can use your iPad for everything from precision editing in iMovie to using templates in Pages. There's even more information on must-have apps in the bumper feature on page 120, while if you want to go beyond what the iPad is capable of out of the box, then turn to the Hacks chapter where you can discover a numbers of ways to alter the appearance and functionality of your tablet. Enjoy the book.







# iPad

Volume 10

## Tips, Tricks, Apps & Hacks

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# Contents

Unlock the potential of your iPad, iPad Air and iPad mini



## Tips

- |    |                |    |             |
|----|----------------|----|-------------|
| 18 | Home           | 40 | Notes       |
| 20 | Notifications  | 42 | Maps        |
| 22 | Control Centre | 44 | Siri        |
| 24 | Settings       | 46 | App Store   |
| 26 | Messages       | 47 | iTunes      |
| 28 | FaceTime       | 48 | Music       |
| 30 | Contacts       | 49 | Game Centre |
| 32 | Mail           | 50 | Camera      |
| 34 | Safari         | 52 | Photos      |
| 36 | Calendar       | 53 | Videos      |
| 38 | Reminders      | 54 | Newsstand   |
| 39 | Clock          | 56 | iBooks      |

"With iOS 8, Apple has created a system to better integrate its products into everyday tasks"

## Tricks

- 60 How to get the most out of Safari's features
- 61 Maps tour with Flyover
- 62 Pixelmator on your iPad

- 64 Get to grips with Precision Clips Editor in iMovie
- 66 How to use V/O and sound effects in iMovie
- 68 Turn your iPad into a DJ booth
- 70 Create beats using GarageBand's Smart Drums
- 72 Using templates in Pages
- 74 Design a newsletter in Pages
- 76 Document your life with words and images
- 78 Find things to do nearby

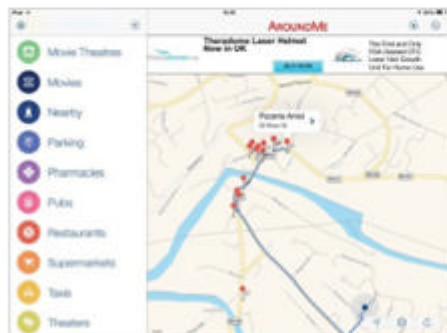


86



## "Jailbreaking your iPad is as simple as connecting your handset to a computer"

- 80 Explore the solar system
- 82 Control your Mac using your iPad
- 84 Manage time with a project tracker
- 86 Use Magic Move for exciting animations



- 88 Set up Family Sharing
- 90 Listen to your favourite podcasts

## Hacks

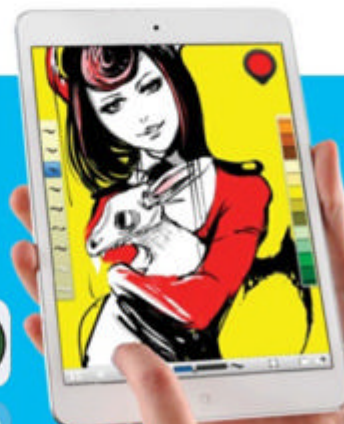
- 94 Jailbreak your iPad
- 96 Unlock via face recognition
- 98 Make your passcode impossible to guess
- 100 Explore intelligent iPad security options
- 102 Lock-screen Twitter trends

- 104 Add a flashlight to your iPad's Lock screen
- 106 Customise your iPad interface
- 108 Interact with notifications as they arrive
- 110 Customise the Control Centre in iOS
- 112 Personalise your iPad's app folders
- 114 Secure your data with an extra safeguard
- 116 Install and use new fonts on your iPad
- 118 Fall asleep with your favourite music

120

## Essential iPad Apps

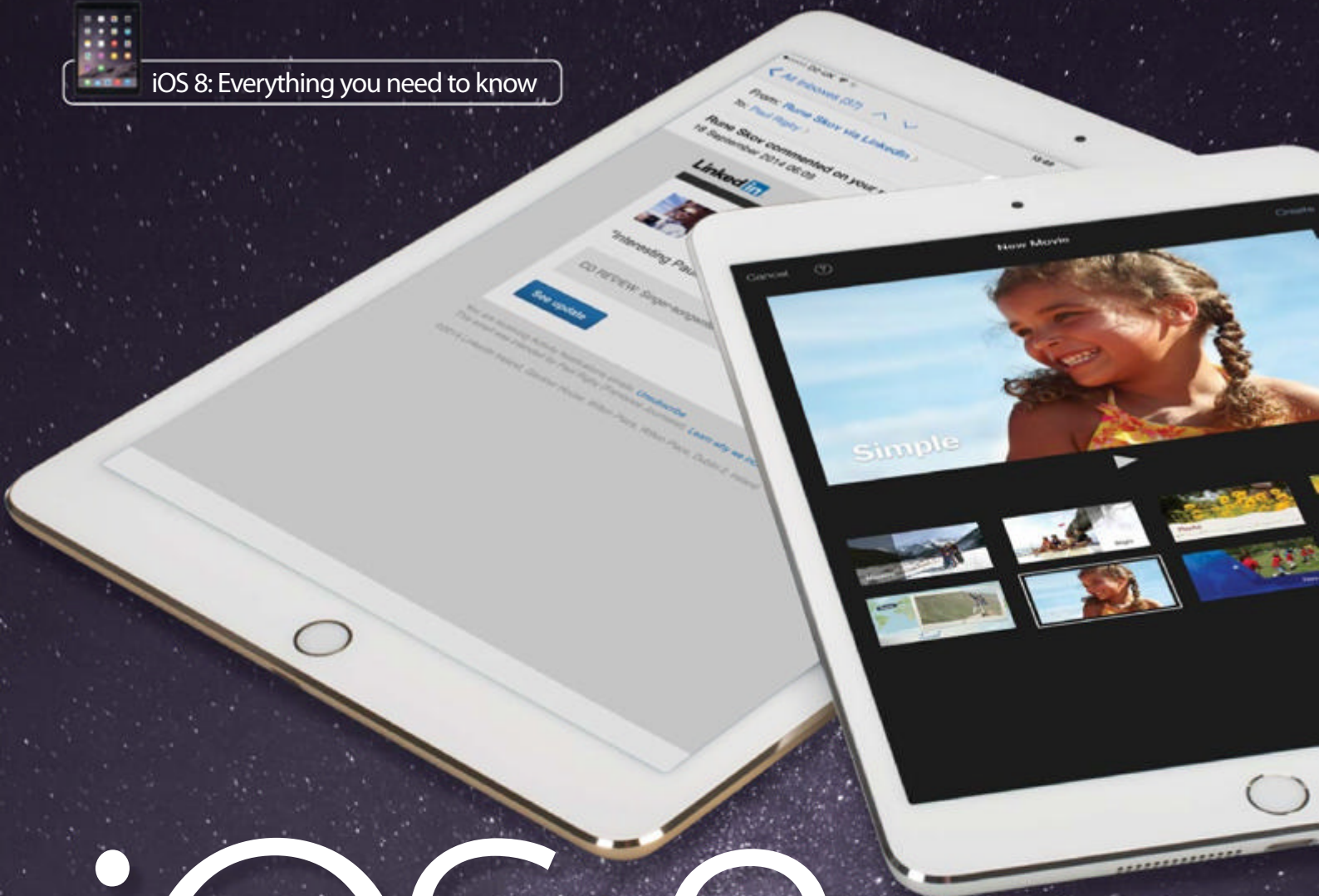
The best of the App Store







iOS 8: Everything you need to know



# iOS 8:

## Everything you need to know

If you've just bought an iPad, or want to upgrade your old model, get the full run-down on the new iOS





In Apple's own words, iOS 8 is "the biggest iOS release ever." After a quick glance at the iOS 8 Home screen, you might wonder what all the fuss is about, because there is not a great deal of difference, at least in terms of the visual interface. Closer investigation soon reveals a wealth of new features, however, revealing how Apple has created a system to better integrate its products into everyday tasks.

New areas of improvement within iOS 8 include the introduction of HealthKit, which collates a range of healthcare and fitness apps and allows them to talk to

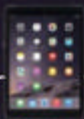
each other, while HomeKit is the new, connected home framework, helping to stream your connected devices and control them in one place. An improved Siri is just one of the apps that can be used here.

Other improvements have been applied to the Messages section, which now offers more practical management options. You now have the choice of starting a task with one iOS device and completing it with another, or even with a Mac computer (which is powered by the latest OS X Yosemite). Communication is a big deal for iOS 8.

"You now have the choice of starting a task on one iOS device and completing it on another... Communication is a big deal for iOS 8"







# Enhanced cloud storage

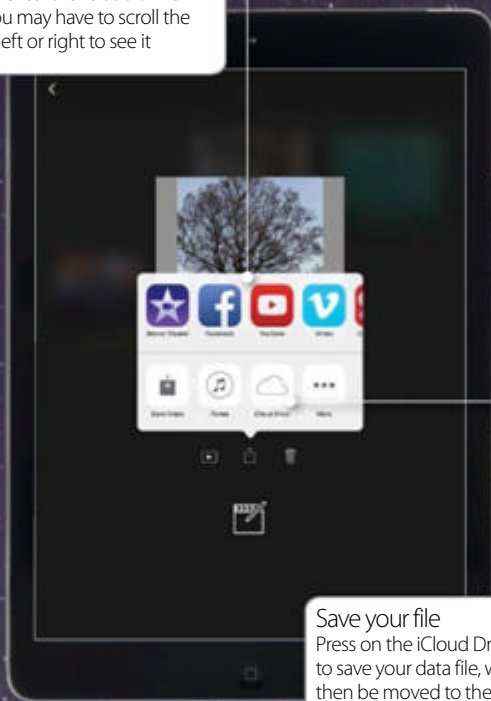
iCloud Drive allows you to work on any file from anywhere



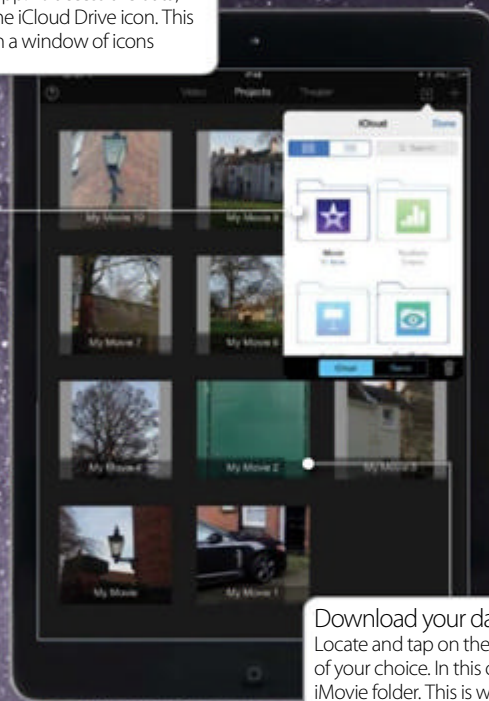
iCloud Drive is Apple's take on the popular cloud services that we have all become familiar with but, in this particular case, it is tightly integrated into the framework of the operating system. A wide array of data can be saved to your iCloud Drive including PDFs, documents, presentations, images and more.

No matter what device you did the original saving on, once the data is saved, you can access that same data from any other compatible Apple device including your iPhone, iPod touch, Mac, iPad and even a PC. You will receive 5GB of free data space but you can pay a small fee for more space.

**Send data to iCloud Drive**  
When you are ready to send data to iCloud Drive, press the Share icon to reveal the iCloud Drive icon. You may have to scroll the screen left or right to see it



**Access the iCloud Drive**  
You can access the iCloud Drive and download data from it to your current app. To access the data, tap on the iCloud Drive icon. This will open a window of icons



**Save your file**  
Press on the iCloud Drive icon to save your data file, which will then be moved to the relevant folder. In this case, the video is moved to the iMovie folder

**Download your data**  
Locate and tap on the folder of your choice. In this case, the iMovie folder. This is where the required data files have been stored. Tap on the relevant file

## The evolution of iOS

Eight and counting? Yes, but don't forget the rest...

### iOS 1

Or just plain 'iPhone OS' to the rest of us. No third party apps, 3G or copy and paste here. Released in 2007, iOS really has come an awfully long way since.



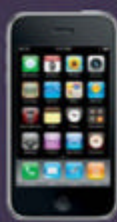
### iOS 2

From 2008, this version offered full support for Microsoft Exchange as well as the launch of the Apple Store, paving the way for a flood of third party apps.



### iOS 3

Launched in 2009, cut, copy and paste arrived here, along with push notifications, video recording, MMS and voice control elements.

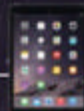


### iOS 4

In 2010, this OS bore the iOS moniker and featured a new folder system to store up to 12 apps plus iBooks and FaceTime.







# Greater convenience

Search for a range of items on your iOS 8 device



## Search for more with Spotlight



The built-in search utility, Spotlight, has been upgraded in iOS 8. This time, it can display brief summaries from Wikipedia plus trending news from a number of locations. Just type in your search criteria and tap the Search button on the right of the keyboard and an organised results list will

appear on the screen, with an attached icon, to the left of the results text indicating the source of the information. If you tap on the story itself, then you will be taken to your Safari browser and the relevant page will be shown to you in full. Scroll down the Spotlight screen for more results entries.

## Smart typing with QuickType



The new QuickType keyboard enhances the predictive qualities of the keyboard while you are typing. It also becomes smarter over time, as it becomes more used to your style and choice of language. To use, launch an app with a keyboard addition. Begin typing and

suggested words will appear on the QuickType bar, above the keyboard. If you cannot see the predictive bar then you can drag it upwards using the drag bar handle just above the centre of the keyboard. Tap on a suggested word from the predictive bar, it will be automatically inserted into your text.



## View contacts quickly



There is a faster method of accessing your contacts than locating and tapping on the Contacts app button. Press the Home button twice in quick succession. On the screen, you will be able to see a listing of your most recent contacts for quick and easy access. This listing will be in the

form of a strip of contacts, situated horizontally across the top of the screen. You can tap on the face icon that you have assigned to each contact and your preferred method(s) of communication with that contact will be revealed. Click on that communication method and you will be taken to the app of choice.

### iOS 5

In 2011, voice-over actor Susan Bennett gave her voice to the launch of Siri. We also saw iMessage and iCloud for the first time, as well as Reminders.



### iOS 6

Google Maps was dropped in 2012 in favour of Apple's own Maps app, Siri got an upgrade and Facebook integration joined Twitter from the previous year's update.



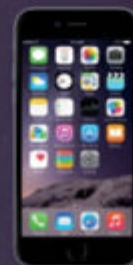
### iOS 7

In 2013, Sir Jony Ive changed the interface of the iOS with a new, flattened look alongside AirDrop support and a convenient new Control Centre.

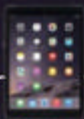


### iOS 8

Support for numerous internet-enabled home appliances, a Health app centre plus some long overdue alternatives to the standard iOS keyboard were all introduced.







# Improvements to core apps

New apps are joined by upgraded older apps

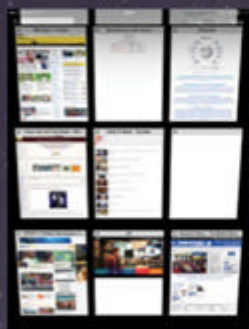
## New functions in Mail



It is easy to ignore the rather more subtle enhancements present within iOS 8, which are often buried deeper in the interface. One of those improvements can be found in Mail, specifically in the gesture support section of Mail's operation. If you swipe an email to the left, gradually, then a full suite of choices will be offered as to how to manage that mail. They include the Trash option plus Flag and a More button that, if tapped, offers a host of additional selections including Reply, Forward, Mark As Unread, Move To Junk, Move Message... and Notify Me... You can act rather more quickly to erase the entire piece of text: swipe that mail quickly and the Trash button becomes dominant, taking over and deleting the entire entry.



## View all open Safari tabs



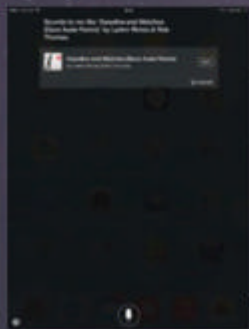
One of the more useful features of the standard Safari website browser is the ability to open a number of 'tabbed' windows, which allows you to visit a range of different websites simultaneously, in one sitting. After several of these tabs have been opened, however, it's easy to lose track of them. Tap on the multi-window icon in the top-left corner, and all of the windows will become available on the same screen at once. You will then be able to easily tap one to zoom into that 'live' screen.

## Smarter searching in the App Store



Of course, you can open up the App Store program and then utilise the built-in search utility to find the app that you want, but there is an alternative that might prove to be more effective, depending on your purposes. Open up the Safari browser and add the word 'app' to your chosen search subject and it will not only search the web, but also the App Store for a related app. Once the results are found – you will see the name of the app plus its attendant icon – tap on the result to be taken to the relevant entry in a mini-window of the App Store itself, which features a full range of information about the selected app, including ratings and reviews.

## Shazam integration in Siri



Possibly one of the more obvious mergings between two apps was the coming together of Siri and Shazam, the famous music recognition program. It's easy to use, just press and hold the Home button to start the Siri app, begin to audibly play your chosen music and say 'What is this song?' to Siri. The app will then listen for a few moments and, hopefully, name the song and, quite possibly, also add a mini icon of sleeve art into the bargain, along with a handy option to buy it.

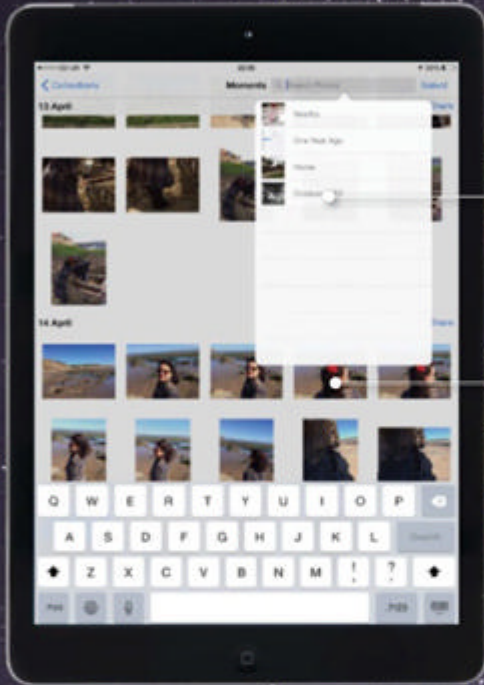






# Better photo options

Photos is an essential part of iOS. Now it has been improved



## Photo search upgrades

Tap on the Search icon and a number of different search options will be listed. Tap on the preferred choice or select one of your own



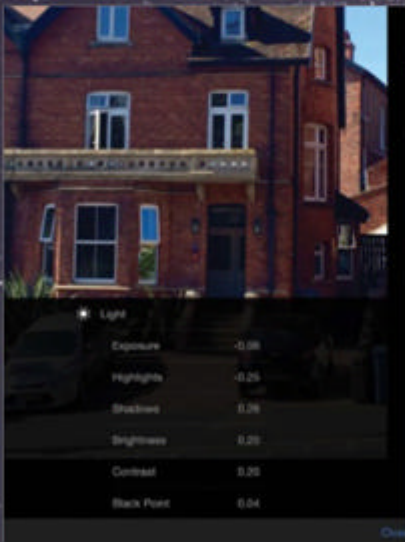
There are plenty of improvements to the Photos and Camera apps. To begin, you can search all of your photos by a number of criteria such as the date, location or album name. You can also receive Smart suggestions. Tap the search icon and you'll immediately receive relevant search criteria such as Home, One Year Ago and a specific date. When you do take a picture, you also have the ability to edit it, and to improve it with tools such as smart composition, to straighten out those horizons for example, as well as cropping. You can also adjust the exposure, brightness, contrast and more. Along the same theme, the app also provides a number of photo filters to enhance the image, such as tonal, mono, fade and noir, while the time lapse video option allows you to take pictures at selected intervals. Ideal to capture the movement of a city, for example.

## Manual selection

Of course, you can scroll up and down the iPad's screen to select the photo image of your choice, listed under their individual dates

"There are plenty of improvements to the Photos and Camera apps... you can search all of your photos by a number of criteria"

## iOS 8 image-editing tools



### 1: Adjust the light

You can use the slider to arrive at the correct lighting or use precision tools such as the exposure and highlights.



### 2: Adjust the colour

Use these tools to highlight a specific colour or to provide the opposite by totally draining the image of colour.



### 3: Use filtering tools

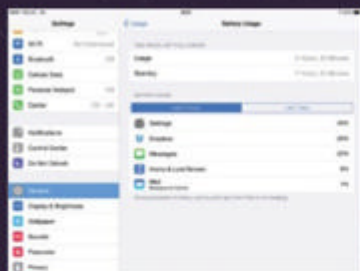
Using one of the included filter tools, you can make your image stand out by utilising a range of special effects.





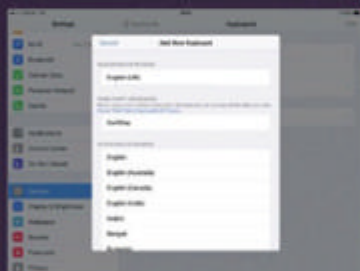
## iOS 8 FAQs

**Q: How do I monitor battery usage on my iPad?**



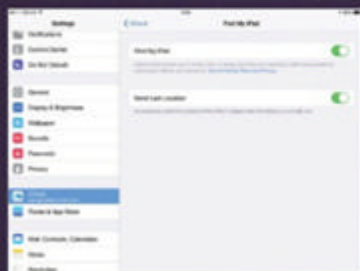
Tap on Settings then select General and tap on Usage. A 'Time Since Last Full Charge' figure will be revealed along with power percentage figures for battery hogging apps.

**Q: Can I install and use custom keyboards?**



Yes. Download from the App Store, tap to open it, then go to Settings>General>Keyboards and tap on Add New Keyboard. Tap the keyboard that you wish to activate.

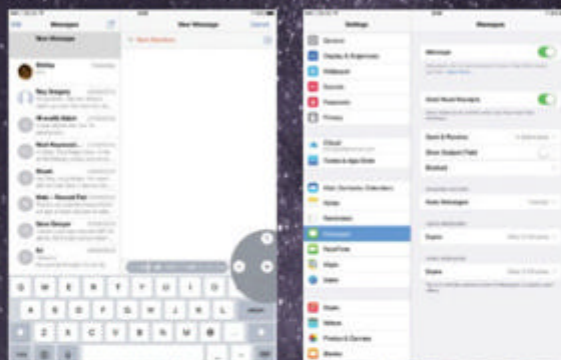
**Q: How do I track my iPad if the battery dies?**



Tap Settings, tap on the iCloud option on the left side of the screen. Scroll to the base of the screen, tap on Find my iPad and then swipe Send Last Location.

## More communication options in Messages

Messages focuses on multimedia and deadlines



Record and send an audio file

Change the variable delete times



The improvements in the Messages utility relate partly to time but also to the addition of multimedia. Hence, you can now choose to keep your messages for a total of 30 days or one entire year or, if that's not long enough, forever. In a similar vein, audio and video messages can now be erased in just two minutes should you wish, or alternatively they can be kept indefinitely.

"You can now choose to keep your messages for a total of 30 days or one entire year or, if that's not long enough, forever"

In addition, when you are in the Messages app itself, notice the microphone button at the bottom-right of the window. Tap this icon to record a voice message. Then press the icon again and a visual representation of your sound message will appear on the left. Press and tap to play it back, swipe to the left to delete it and swipe upwards to send the audio to your selected contact.

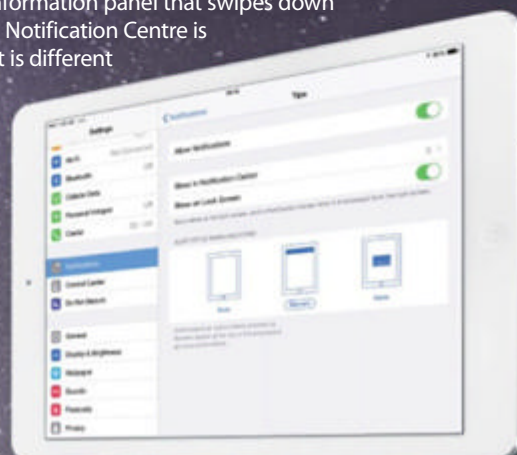
## Access your notifications more easily

Explore new tweaks



Notifications can be viewed via the information panel that swipes down from the top of the iPad's screen. The Notification Centre is now named 'Notifications'. The layout is different

with the Today View now gone but the controls are still visible by tapping on Today and Edit at the base of the screen. Within the Settings, you will be able to decide on how you sort your Notifications. The Include section features apps with Notifications enabled while the Do Not Include section has no Notifications enabled. Tapping on each app, including the new Tips app from Apple, will enable you to select what type of Notification you require for that app: a badge indicator on the icon, or a banner to be shown at the top of the screen or within the lock screen.







# Enhanced syncing

Now you can use the new iCloud storage to sync your iPad



iCloud can store your photos and videos, documents, music, calendars, contacts and more over iOS 8 devices such as your iPad and a Yosemite-powered Mac, keeping everything up to date. That is, if you send a document file to the iCloud Drive then that file will be automatically synced across all compatible devices for immediate access. To set up the iCloud Drive go to Settings and locate the iCloud icon on the pane on the left side of the screen. Tap to reveal a suite of options in the right pane. Locate and tap on the iCloud Drive. Swipe the iCloud Drive switch at the top of the screen and follow the onscreen instructions. A list of apps will be displayed underneath, showing you what apps can be synced on the iCloud app. Swipe the switch next to each app to include or exclude that app from iCloud.

"Store your photos and videos, documents, music, calendars, contacts and more over iOS 8 devices and a Yosemite-powered Mac"

# Family Sharing

Share purchases from iTunes, iBooks and the App Store



■ Setting up the Family Sharing service



■ Inviting families members to the group



Up to six family members can share the purchases that you make within either the iTunes Store, the iBooks Store or the App Store. The same members can also share the family calendar and family photos, all without having to share an account. A designated family organiser invites other family members to the family group and then offers to pay for any purchases. Any family purchases are then billed to the designated adult's account. The group then gains immediate access to each others movies, music, TV shows, books and apps. They can even locate another member's device, should it go missing. If any children, aged under 13, are seen as part of the group, an adult has to provide consent in order for them to share content. To set up Family Sharing, go to Settings, locate and tap on the iCloud option, then tap on Set Up Family Sharing. Afterwards, you can invite your family members to join the group.

# Tips

## Maximise the potential of your iPad's core apps

### 18 Home

Organise your iPad's Home screen, manage your apps and multitask

### 20 Notifications

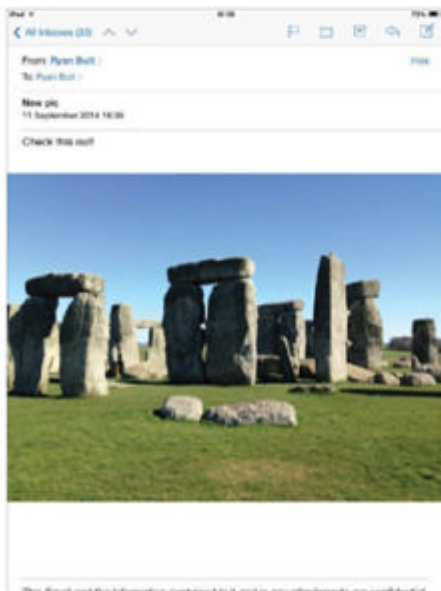
View and manage the notifications that your iPad gives you

### 22 Control Centre

Find out how to access essential iOS features immediately

### 24 Settings

Delve under the hood of your iPad and set it up to run just how you like it



### 26 Messages

Keep all of your conversations organised with Apple's messaging service

### 28 FaceTime

Stay in touch with friends and family, no matter where they are

### 30 Contacts

Store all that vital information about your contacts in one place

### 32 Mail

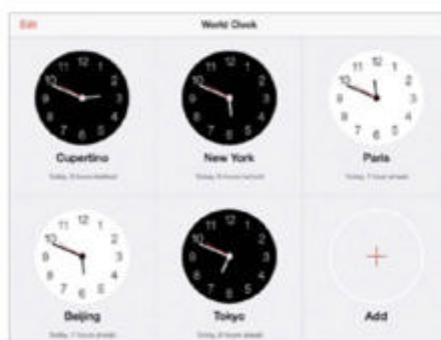
Learn the advanced functions of your iPad's email app

### 34 Safari

Go beyond simple browsing by managing tabs, fonts and more

### 36 Calendar

Plan your life, organise meetings and create events from your iPad



### 38 Reminders

Never forget to carry out important jobs thanks to this app

### 39 Clock

Change your time zone and create alarms on your iPad

### 40 Notes

Store important information in this handy note-taking app

### 42 Maps

Find out where you need to go, and discover more about your destination

### 44 Siri

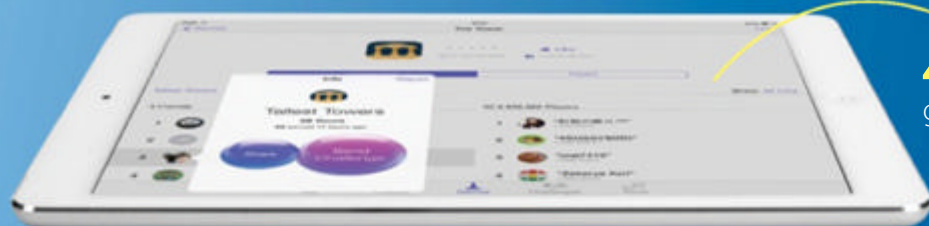
Apple's voice-activated assistant can do more than you imagine

### 46 App Store

Increase the functionality of your iPad by downloading a host of amazing apps







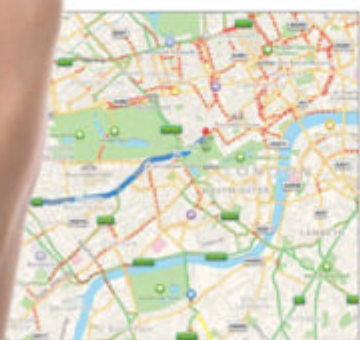
**49** Challenge your friends to a game in Game Centre



**"You can ask Siri anything, saving you time navigating to the respective app"**

- 47 iTunes**  
Visit, browse and buy from the iPad's one-stop entertainment shop
- 48 Music**  
Organise your music library and listen to your favourite tunes
- 49 Game Centre**  
Gaming on your iPad is just as exciting as on a console

- 50 Camera**  
Compose and capture shots on your iPad, plus discover the latest iOS 8 features
- 52 Photos**  
Manage the photos taken on your iPad, including how to resize them
- 53 Videos**  
Set up home sharing for video content, and stream to Apple TV
- 54 Newsstand**  
Download issues of your favourite magazines and subscribe digitally
- 56 iBooks**  
Read on the go and store an entire library on your iPad



**42** Find where to go with the Maps app



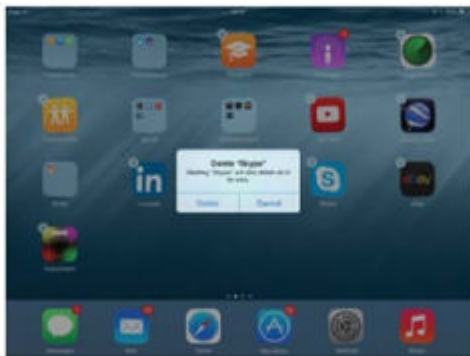
**53** View your videos on an Apple TV



# Home



The iPad Home screens are not just a set of icons; they can be used to find anything, manage all of your apps and also show you vital information



## Move and delete

Manage all of your Home screen apps

It's easy to manage all of your apps on the iPad Home screens. To move between screens, simply slide your finger left and right or tap any folder to bring up a new selection of apps. If you can manage to keep all of your apps and games to a maximum of two screens, you will be able to navigate a lot easier. The use of folders to store multiple apps will also help to keep the amount of gestures you need to use to a minimum.

To delete an app, tap and hold your finger on the icon and wait for the 'X' to appear in the top-left corner. Tap it and you'll see a new box to confirm the deletion, at which point the app will be removed. You can also delete multiple apps quickly by going to Settings>General>Usage and then removing any of the apps that appear in the usage list. On the whole, the Home screen method of deleting apps works better on most occasions.

"The sheer amount of flexibility is incredible"

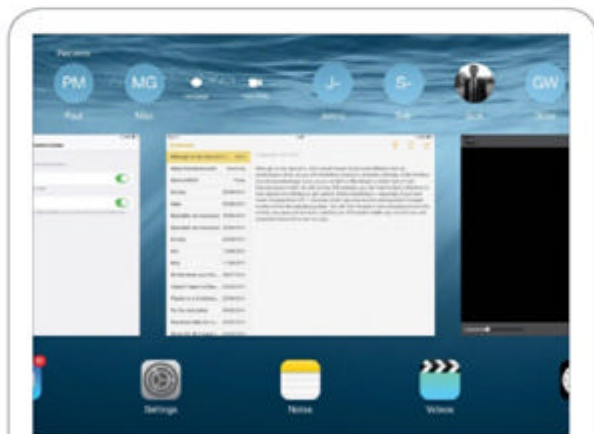
## Use Spotlight

The invisible search

On any Home screen, slide your finger downwards over the icons and a search box will appear. The keyboard will also pop up for you to start typing a search query. Apps will be shown as soon as you start typing, alongside contacts and any other entry that matches your search term. Further down the results screen, you will also see a Search Web option to immediately jump to Safari and see further results. You can even customise the entries that are shown by going to Settings>General>Spotlight Search and ticking the items that you wish to appear. You can then move them around to choose your preferred order. Spotlight Search will prove to be very useful every single day.



Use the Spotlight Search to find items and files



## Multitasking

Access your apps quickly

The iPad's multitasking capabilities have been enhanced with iOS 8.

Double-tapping the Home button displays all of your open apps. Swipe left or right to select one and tap to open it, or swipe an app

up to close it. Now you can also view your most recent contacts across the top of the screen and if you tap on one, quick options to contact them will appear. To launch a method of communication, just tap it.



## Speak text

Use your voice

When the keyboard appears in an app or when using Spotlight Search, you will see a small microphone to the left of the space bar. Tap it and start speaking, at which point you will see a line appear on the screen and start to move. When you have finished what you want to say, tap Done and the software will then present back all of your translated words as text. You will need to add punctuation manually by saying 'full stop', 'comma' etc, but you may be surprised at how accurately it can understand your speech, and the more you use it over time, the more accurate it will become. Remember to keep your paragraphs fairly short, though, because this will also aid in the translation's accuracy, as well as giving you the opportunity to make small corrections along the way.



## Status bar

All you need to know is there

The status bar at the top of the iPad Home screen is unobtrusive, but it can offer a great amount of information. To the left you will see an icon showing if Wi-Fi is enabled or not. The dots are accurate, but remember that they are representations rather than actual signal levels. The time is shown in the centre and the battery life to the right. You can show the battery percentage by going to Settings>General>Usage and selecting the option. If you have set an alarm, a small clock will be shown and there are also icons to indicate if Bluetooth is turned on and if Do Not Disturb mode is enabled. All of these icons will appear in the top-right corner.

Crucially the icons never ever get in the way of what you need to do on your Home screen. They provide you with essential, at-a-glance information as to the status of your iPad and whether you need to act to connect to a network or start charging your device.

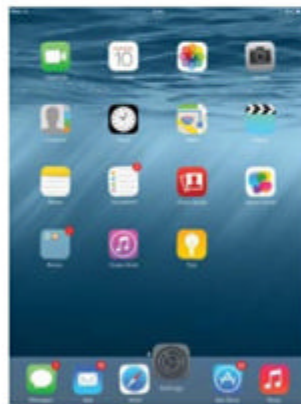


*The icons at the top of the screen provide essential info*

## The Dock

Your most-used apps

The Dock may not seem like an important part of the Home screen, but it gives you access to the apps you use most often and they will always appear no matter how many screens of apps and games you have set up. To move an icon to the Dock, tap and hold it and then drag it to the desired position. The other apps will move over and the six that you choose to sit in the Dock will remain persistent throughout your iPad usage. It may take some time to work out which apps are best suited to the Dock, but make the right choices you will be rewarded with instant access every time you need them. The apps most likely to adorn your Dock are Messages, Mail, Safari, App Store and Settings, but the choice is entirely yours.



## Passcode protect your data

It's quick, effective and very secure

The four-digit Passcode used on an iPad may look too simple to be secure, but it is actually very effective. To set it up, go to Settings>Passcode and then turn it on. You will be prompted to enter a new Passcode and then asked to enter it again to ensure you are using the one you want. At this point you will need to choose when you want it to kick in and this will very much depend on your usage. The most secure option is to set it to appear immediately, but you can choose a longer time if the phone is always with you. No matter what you choose, the Passcode is a feature you should use and it only takes a second to take advantage of it and to keep your iPad secure.







# Notifications



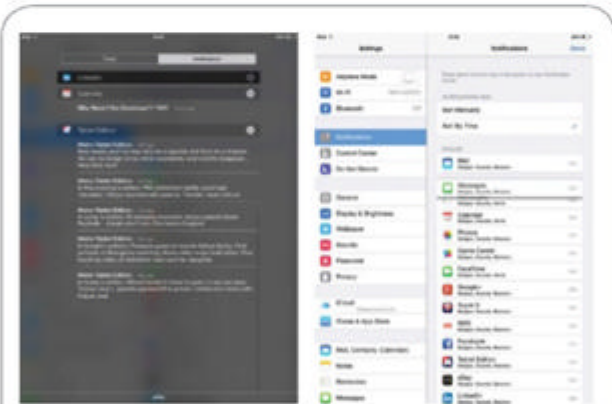
The Notifications centre is a really convenient feature designed to give you quick access to everything that is currently happening and what has just passed



## Interactive alerts | Perform actions on the fly

Go to Settings>Notifications and tap on apps such as Messages and Mail to ensure that **Banners** are used as the default notification style. Now, whenever you see a notification for either of those apps pop up at the top of the iPad screen, you will be able to press and hold on the banner and then pull the lower edge down to reveal a variety of specific actions relevant to the app in question.

The advantage of this is that you can perform simple actions quickly and easily on the fly without first having to launch the respective app, or leave the app you are currently in. And as Apple is providing more freedom for developers to base their apps on the interface of iOS 8, expect to see more third-party apps utilising this service for the greater good in the months and years ahead. Exciting times indeed.



Organise your notifications in an order...

## Organise your list

Prioritise your alerts

You have full freedom to arrange all of the apps included in your Notifications however you see fit. Go to Settings>Notifications and you will see all of the apps that send notifications arranged in a list. Tap the 'Edit' button in the top-right corner of the screen and small list icons will appear next to each app. Press and

hold on this icon next to an app and then drag it either upwards or downwards to determine the order in which they will appear in your Notifications centre. It is usually a good idea to place more important apps higher up in the list. When you are happy with the order of things, tap on the 'Done' button to complete the task and move on.



## Lock screen notifications

Disable the Notifications centre

You may want to hide your notifications when the iPad is secured by a passcode, but they can still be read by anyone unless you change a setting. Go to Settings>Notifications and then tap on each individual app included in the list. On each app's page you will not only see the style of alert you can choose, but also slide options, one of which is 'Show on Lock Screen'. Turn this off to prevent them showing when your iPad is locked. In apps such as Mail, it is also a good idea to disable the 'Show Previews' button to prevent any of the incoming mail content being visible when the notification pops up.

You may want to hide your notifications from others





## Choose alert styles

You can determine and customise exactly how you are notified by specific apps. Go to Settings>Notifications and then tap on one of the apps included in your Notifications list. Aside from the settings at the top of the screen, you will also see an option further down called 'Alert Style When Unlocked', along with an image depicting three iPads. These illustrations represent the

How apps notify you

three notification options available: no alerts, banners or alerts (that flash up on screen). Select the style of the notification for the specific app by tapping one of the three options and a lozenge shape will highlight the option that you have selected. You can also scroll down through the options further to see an option for 'Repeat Alerts', which can also be useful in certain situations.

## View by time

Edit notification order

It is likely that you will want to see your notifications in order so that you can understand what needs to be dealt with the most urgently. There is a simple setting available to enable you to do just this. Simply go to Settings>Notification Centre and at the top of the screen you will see the Notifications View options. Now tap Sort By Time and you are done. All of your notifications will appear in time order and you can then judge how to deal with them when they come in.

Of course you can also sort them manually if you prefer, but it is worth experimenting with both options and seeing which works best for your specific usage. It could be that on work days you prefer one option over another.

"You can determine how you are notified by specific apps"



## Get a weather forecast

See reports in your Notifications

Also included in the Notifications screen is a handy, at-a-glance weather report to let you know what the conditions are like at your current location. This is especially useful because, by default, your iPad doesn't have its own standalone Weather app like the iPhone.

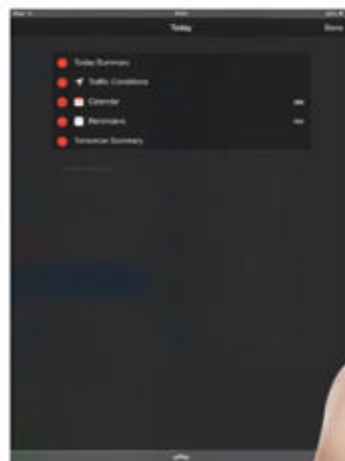
To enable these weather reports, go to Settings>Privacy and then tap on the Location Services option. Listed in the list of apps that use the service will be Weather. Tap on this and ensure that it is always granted access to use your location (otherwise it would be somewhat redundant). Now, when you swipe down from the top of the screen to access your Notifications, the weather will be represented by an icon and a short text summary on the 'Today' tab just below the current day and date. A note at the bottom of the screen also states that the weather reports are generated by The Weather Channel LLC.

What's the weather like?  
Check your  
panel to  
find out

## See your Reminders

Keep your Reminders close by

The Notifications centre can present all of your recent alerts, but it can also act as a handy extra screen for your Reminders. If you have Reminders set to alert on a particular day, they will be displayed in the Notifications screen and the result is immediate access to everything that needs to be done. Swipe down from the top of the screen to access your Notifications and then tap on the 'Today' tab. Pending Reminders will also be listed here. If you wish to remove any from the list, tap the 'Edit' button at the bottom of the list and then tap the red circle next to an item to remove it. Other options that can be shown/hidden include Traffic Conditions, Calendar and Tomorrow Summary.





# Control Centre

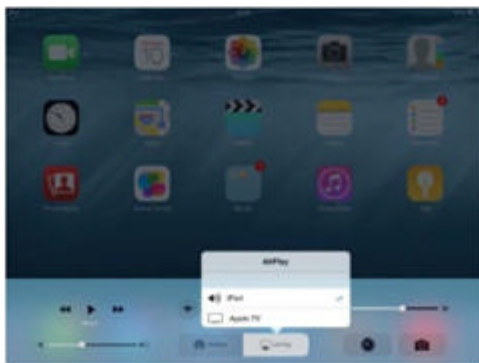


The Control Centre is the perfect solution to accessing popular features and for making your iPad quicker to use every day

## Control your media

Access playback controls

One of the many ways in which Control Centre can make your life easier is by allowing you to control your media playback, whichever app you are using. Within the Control Centre you will find options to Play/Pause and skip music tracks or, if you are in the middle of watching, control your videos in much the same way. Also included are options to turn on your iPad's AirDrop facility and connect with other devices to share items, as well as an AirPlay button so that you can select a different AirPlay device, which is useful for beaming a YouTube video to a different device, for example. So although the options available in Control Centre aren't quite as numerous as those present in the iPhone's (which also boasts a Calculator and Torch), they still provide a quick and easy service for accessing and performing certain key tasks on the fly.



Media can be streamed to different devices via AirPlay, accessed directly from Control Centre

"Control Centre can remove the need for a Home screen app"

## See global times

Check times in other countries

Some functionality that you may call upon often will require a couple of extra steps to use from the Control Centre. For example, if you need to quickly view times in other countries, you will need to tap the timer icon in the Control Centre and then tap the World Clock tab at the bottom of the Clock app. It only takes a couple of extra seconds and thus you would be wise to consider the timer icon as a shortcut to the Clock for most uses. If a country you need to view is not listed, simply tap the '+' icon at the top and add it. It will now appear in your list of selected countries whenever you follow the process outlined above.



## Take quick photos

Capture perfect moments

Accessing the camera in an instant is important when a magic moment happens in front of you. When you enable the Control Centre, you will see a camera icon in the bottom-right corner, which will immediately launch the Camera app when tapped. All that is left to do is take the photo and you are done. This is one example where the Control Centre can remove the need for an app icon on your Home screen altogether.

You can, of course, also access your Camera app from your Lock screen by flicking the icon upwards, but if you are in the middle of using your iPad for something then accessing your Control Centre is the perfect way to launch it.



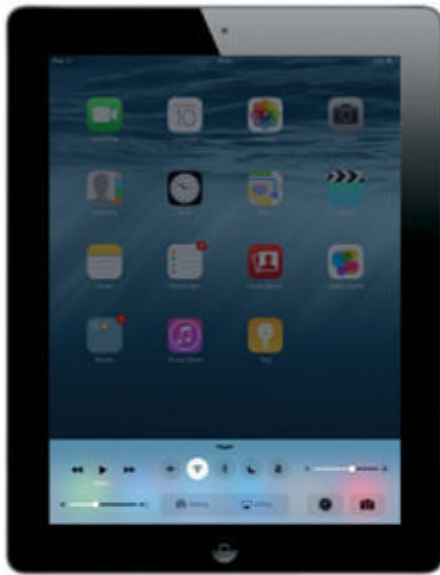
Tap on the Camera icon to launch it from Control Centre



## Mission Control | Access the Control Centre

The Control Centre is purposefully designed to not allow access to sensitive information if it is accessed from the Lock screen. This means that you can enable it to work this way and not be concerned if someone picks up your device and tries to activate it. Go to Settings>Control Centre and tap the

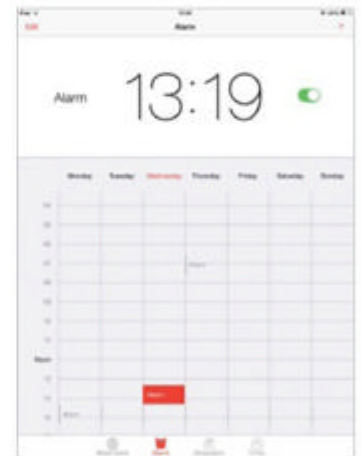
icon at the top to allow access to it when the phone is locked. Now whenever you need to use the shortcut apps or switch a hardware function, you can do so in an instant. You will also see an Access Within Apps function which can be enabled to give you immediate access while using another app.



## Set alarms

Create new alarms

Few of us will require the exact same alarms to wake us up every single day, and it is likely that we will want to amend them as circumstances change. From the Control Centre, you can tap the timer icon and then the Alarm tab at the bottom in the Clock app to see a list of all current alarms. You can then use the Edit option at the top to change specific alarms or to create new ones. It is an annoying process to follow every single day, but with the Control Centre, a little time is shaved off, and it is of course worth doing if it gives you a bit more sleep than you would otherwise have had! You really can remove the Clock icon from your Home screen and still enjoy all of its functions: yet another example of why the Control Centre was such a welcome addition to iOS.



## Quick icon switches

Access important features fast

When you swipe up from the bottom of the screen when in the Home screen, or indeed while using any app, you will see a row of icons at the top of the Control Centre. Each of these icons works in an on/off fashion; tap once to enable and tap again to disable a feature. From left to right you can turn on Airplane mode and turn it off again, Wi-Fi can be enabled and disabled in two quick taps and the same goes for Bluetooth. Next up is Do Not Disturb mode, which will automatically appear if you have set a particular schedule, but you can override the time settings with this icon.

Finally, the screen orientation lock works well for watching videos in landscape mode and can be turned on again when you want to read a book in bed or for any activity where the locking the orientation is useful. Once you are aware of and start using these icons, you will undoubtedly use them on a daily basis.

## Time an event

Access the timer

When you need to time an event, it is likely that you will need to do so quickly. Pull up the Control Centre and tap the second-right icon in the bottom row. You will immediately be taken to the Timer part of the Clock app where you can now choose the length of time required by moving your finger up and down the screen in the hour and minute sections. Tap Start and the timing will begin, at which point you can do something else and it will audibly alert when the end of the period has been reached. If you create timers often, there is no quicker way to do so than via the Control Centre. It offers almost immediate access no matter where you currently are on your iPad and is useful for so many things in life.



With Control Centre, the Timer is just a tap away

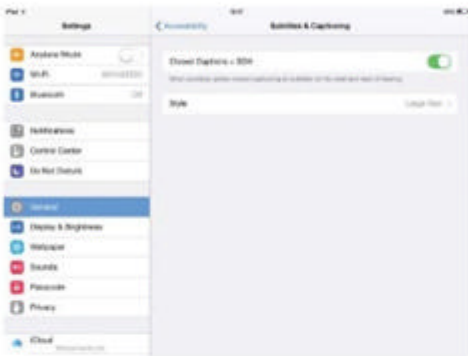




# Settings



You can customise many parts of iOS to your specific needs and all that's needed is a little knowledge. You may be surprised at how beneficial it is



## Closed captions

Enable subtitles quickly

There are two ways to enable closed captions on an iPad; one is to do so for all movies that support it and the other is to use them on an individual basis, whenever you might feel the need. If you take a trip over to Settings>General>Accessibility and scroll down to the Media section you will see an option called Subtitles & Captioning. Select this and then tap the icon at the top to switch it to green. You can now spend some time

choosing the exact style that you prefer for your captions.

When in the Videos app, you can also tap the closed caption icon, which looks like a speech bubble and sits at the bottom of the screen. This will offer the ability to turn the feature on and off as you wish. In most cases, it is likely that you will either need this all of the time or not at all, but at least the choices are included for your convenience.

“Use real smiley faces – iOS has them built in”

## Enable lots of emojis

Add emotion to your conversations

We all understand what the characters of a smiley face mean and are used to text-based emotion in messages and emails, but did you know that you can use real smiley faces in iOS because it is already built in? Go to Settings>General and find the Keyboard options. Tap Add New Keyboard... and search for Emoji and tap it. You now have access to all of the supplied emojis and can use them whenever the mood strikes.

A new globe icon will be shown to the left of the space bar on the keyboard and if you tap it, a selection of emojis will be available to select with a series of tabs at the bottom showing many other characters. Pick what you like and then tap the globe icon again to return.



## Sign in once

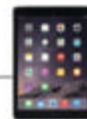
Update multiple networks

You will likely want to share photos or text through social networks like Twitter and Facebook. You can use the official apps, but there is a quicker route. Go to Settings and scroll down until you see

Twitter and Facebook. Sign in to each and the system will remember your credentials forever. Now when you are in Photos or Safari, you can share via either network by simply tapping the Share icon.



*There are a wealth of emojis to suit any conversation*



## Set up voice alerts

Hear all of your incoming alerts

You can set up your iPad to tell you whenever you receive a new alert, whether it be an email, a message or a calendar event. All you need to do is go to Settings>General> Accessibility and select the VoiceOver option. Scroll down to the 'Always Speak Notifications' option and switch the icon until it turns green and it will be set up until such time as you reverse the procedure. Remember that voice alerts can reduce battery life significantly if you receive a lot of them and that they can also be inconvenient for those who are near to you when they come in. Use them wisely.

"You will receive no alerts at all during the chosen time frame"

## Manage screen brightness

Keep your screen visible at all times

In Settings>Display & Brightness you are presented with a bar at the top and an Auto-Brightness option just below it. Tapping the Auto-Brightness icon on will cause the iPad to monitor outside conditions and change the brightness accordingly. It sounds unnecessary, but it has been proven that when enabled, battery performance can increase dramatically. In low light, it will reduce the brightness and in bright conditions, it will push it all the way up so that the screen remains visible. The manual setting can be used in the Control Centre if required, but the automatic setting is almost always correct.



## Do Not Disturb

Avoid troublesome alerts

The Do Not Disturb function is extremely useful and you have the option of setting up a schedule so that you are never alerted at the wrong time again. Go to Settings>Do Not Disturb and tap the Scheduled option. You can now add a start and finish time and you will receive no alerts at all during the chosen time frame. However, if you wish for some people to get through, you can select Favourites in the next option or allow repeated calls that occur within three minutes of each other. You can manually enable it via the Control Centre as well in only one tap. A subtle feature that's very useful.



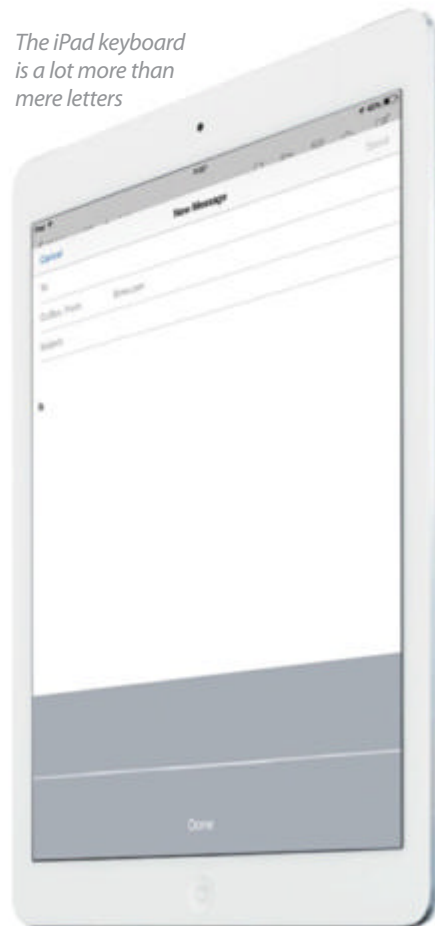
## General keyboard tips

Learn to type more efficiently

The iPad keyboard looks simple and that is deliberate as it makes it easy to quickly understand where every letter and number is. However, there are many useful features hidden away. In Settings>General>Keyboard you can use the Add New Shortcut... option at the bottom to input three- or four-letter shortcuts that will automatically add email addresses and longer phrases. If you want to use accented characters or currencies that are not shown, tap and hold the 'E', for example, and you will see a row of alternatives appear.

You can also avoid the keys completely by tapping the microphone icon and speaking into your iPad, but there is one tip to remember above all others. Do not take your time when typing on the iPad keyboard; if you type as quickly as you can, the auto-correction will understand what you mean and make immediate changes.

*The iPad keyboard is a lot more than mere letters*

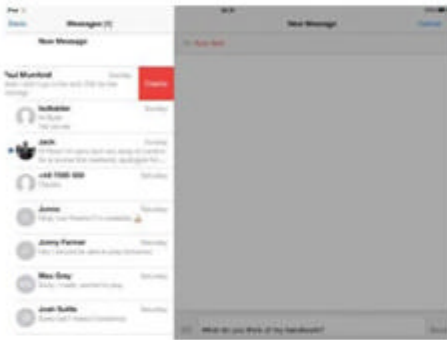




# Messages

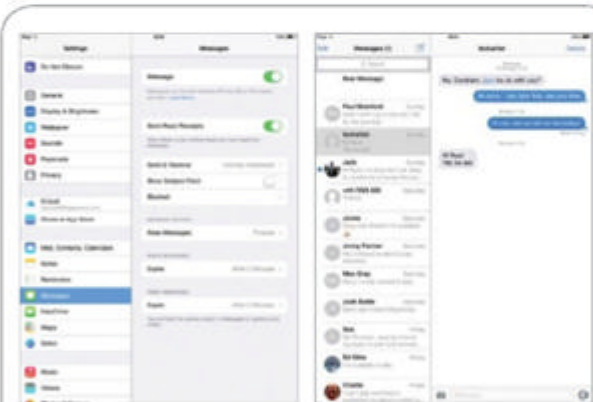


The days of simple text conversations are long gone. With an iPad you can keep all of your conversations organised and emotive every single day



## Wipe conversations | Delete with a swipe

All of your messages are automatically organised into conversations, and when you tap any item in the list on the left side of the screen you will see the entire chat with the selected contact. If you want to delete a single comment you can do so by tapping and holding any entry and then tapping the trash can that appears at the bottom of the screen, but remember that this will obviously disrupt the flow of what has been said. You can, however, go further and delete entire conversations from the main list by swiping an item from right to left and tapping the red Delete option. Be careful when doing this because no archive of your conversations is held on the iPad itself and if you want to retrieve your deleted messages later, the steps are quite time consuming and involved. So the best policy is to always proceed with caution when deleting either individual messages or message threads.



Read receipts are a handy feature to activate in Messages

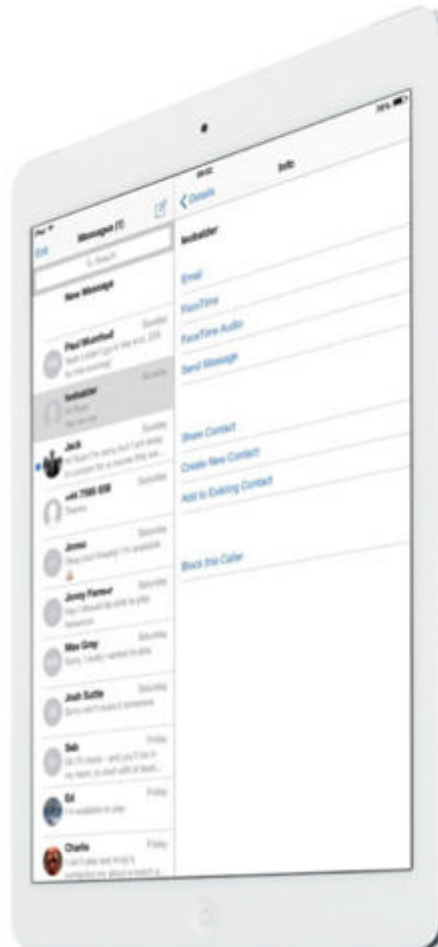
## Read receipts

Guarantee receipt of any message

We tend to presume that read receipts are used only in email and while they are more commonplace for that form of communication, you do also have the ability to use them in iPad messages.

To set up your iPad to send read receipts when you have read a new message, go to Settings>Messages and look

for the Send Read Receipts option near the top of the list. If you tap the option and switch it to green, your contacts will now be sent a read receipt whenever you read a message that has been sent. This is a particularly useful feature for when you need to know that your important messages have been received.

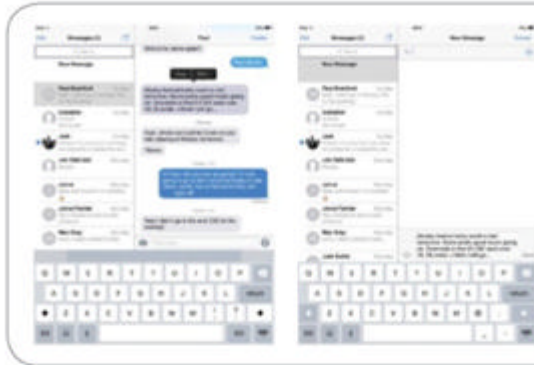


## Block messages

How to stop unwanted texts

The rise of spam texts has followed the rise in spam emails, but for some reason an unwanted text message feels more intrusive and is something that you will likely want to stop as quickly as possible. Fortunately, Apple has included a remarkably simple feature that will let you block any number with a couple of taps as soon as you receive the first text. Open the message and then tap the 'Details' option in the top-right. Now tap the 'i' icon that appears and you will see the contact details listed as normal. Scroll down to the bottom of the screen and tap the Block this Caller option. A new window appears with Block Contact shown in red. You just have to tap it to block the sender.





## Forward a message

Forwarding text messages on to another contact is a straightforward process, but it is initially far from obvious how to go about it within the Messaging interface. You first need to tap and hold the message you want to forward within a conversation and then tap the 'More...' option that appears. Now tap the arrow icon in the

## Quickly forward messages

bottom-right corner and you will see a new message screen appear, at which point you can enter the details for a new contact, or contacts, to forward the message on to. Forwarding is a little bit hidden away in Messages, but it only takes a few seconds to do and is incredibly easy and convenient when you know how.

## Change address

Switching your ID

You can only send iMessages from your mobile phone number or your Apple ID, but you can choose exactly which to use when starting new conversations. Go to Settings>Messages and scroll down to the Send & Receive option. Any phone numbers or email addresses that are using the main Apple ID will be listed, which is extremely useful if you share your ID throughout the family. Scroll down again and you will see a 'Start new conversations from' option. Your Apple ID and main phone number will be listed here with one of them ticked. To swap to the email address or phone number, just tick the one you want to use and it will stay like this. Texts will still use the phone number.



## Disable the preview

Keep all of your messages private and secure

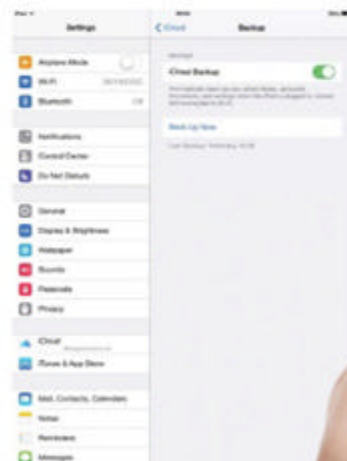
When you receive iMessages or text messages they will usually be presented on the Lock screen with the first couple of lines shown. This is useful for quickly seeing what has been sent to you, but has the downside that anyone could read your texts, even if the iPad is secured with a passcode. There is, however, a way to stop this happening, but the settings may not be where you expect them to be. Go to Settings>Notifications and you will see a list of items that can be seen on the Lock screen. Scroll down the page until you see Messages listed and tap the option. You can now choose whether to show a count of unread messages on the Messaging icon and if these messages will be included in Notification Centre, but if you scroll down further you can disable the Show Preview option to hide the text content.

Turn off previews to keep your Messages private

## Restore deleted text messages with iCloud

Texts messages are rarely lost forever

When you delete messages they are, in theory, lost but iCloud backup ensures that you are able to recover them if you need to. You will need to ensure iCloud backup is enabled before you attempt to retrieve any deleted messages, but this is good practice anyway because the service is free and reliable. Be aware that you cannot just restore messages; you need to wipe your iPad and restore it in its entirety using iCloud. However, if the messages are important and have been backed up, then at least you will get them back.

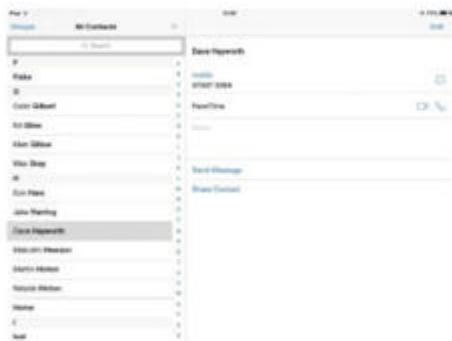




# FaceTime



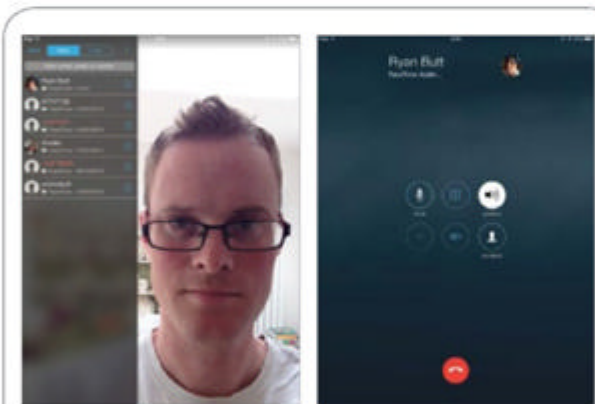
FaceTime will change and greatly improve the way you communicate with others forever, and includes many options to make the experience personal to you



## Import contacts | Every contact you need

FaceTime contacts are no different to normal contacts and when you set up synchronisation with an online service, they will be made available seamlessly within the app. To do this, go to Settings>Mail, Contacts, Calendars and tap on Add Account to begin importing contacts. Work through the simple instructions to add any account, which includes your contacts, and they will then be made available both in the main Contacts app and the FaceTime app for video calling straight away.

The contact entry will need at the very least an email address or mobile number to be recognised as capable of using FaceTime and also make sure to remember that the other party will need an iPad, Mac or iPod to use FaceTime themselves. Not all contacts will be able to use FaceTime by default, so check before calling.



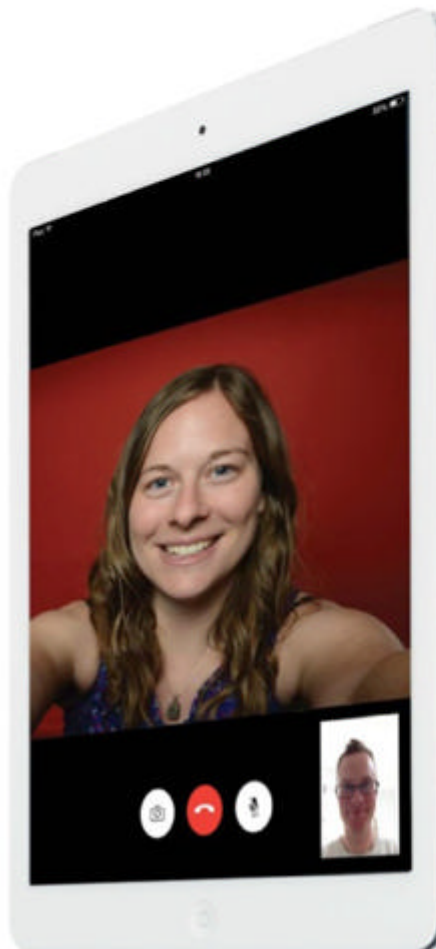
FaceTime Audio offers a number of advantages

## FaceTime Audio

Improve voice-call quality

FaceTime Audio is not a well-known feature of the app, but it can help to increase sound quality by a huge degree. Go to any contact listing and tap the 'i' icon. You will now see options for standard calls at the top with a FaceTime section listed just below. The phone icon here can be used to initiate a FaceTime Audio call. Tap it and the

familiar phone screen will appear, rather than the normal FaceTime video interface. This facility is useful for saving network minutes and for adding a better atmosphere and greater clarity to each conversation. Don't forget, however, that the other party must also have FaceTime and a valid internet or data connection for the call to take place.



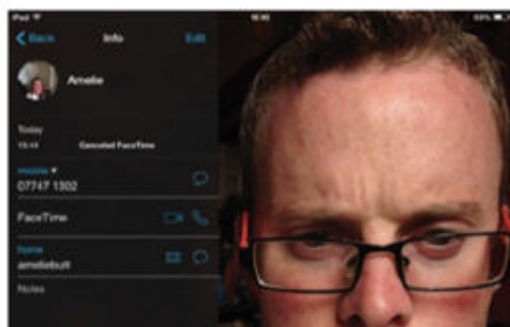
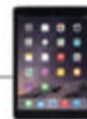
## Mute FaceTime calls

Add some privacy to your calls

If you need to say something in private, but still want to continue a FaceTime call, there is a facility to do so. Next to the red call-end icon you will see a speaker icon. Tap it and the call will be muted. You will also see a Mute notification. To disable the mute state, simply tap the speaker again and you can continue the conversation. It's almost invisible in use.

"If you need to say something in private, you can"





## Check data

Keep track of data use

In the FaceTime app, tap the Video or Audio tab on the screen and then select any of your previous calls by tapping the 'i' next to them. You will be shown the complete contact details of the person you spoke to, along with a history of calls you have had with them in time and date order. Next to each entry will be the call length, as well as the approximate data usage for that call. This

information will help you work out how much data you are using in FaceTime and if you take some time to look through a selection of calls, you will be able to gauge roughly how much data you use ahead of time. You might find that it is advantageous, and indeed more cost effective, to up your data allowance in place of standard voice minutes if you are a regular FaceTime user.

## Show your location

Spin the camera around

There are two cameras on an iPad; one on the back and one on the front. The back one is normally used for taking photos and videos and the front for FaceTime calls, but you can use both when holding a FaceTime call.

During the call, you will notice a camera icon next to the red end-call button and when you tap it, the view will change to show the other party what is in front of you. This is a great way to show your surroundings without interrupting the call, and the quality remains very good throughout. To swap back to the front camera, simply tap the camera icon again.

"The view will show the other party what is in front of you"



## FaceTime on a TV

See your calls on the big screen

It sounds like science fiction, but you can now watch a FaceTime call on a TV screen using just your iPad, as long as you prepare the settings first to ensure it works smoothly. The good news is that the process is pretty simple.

Pull up the Control Centre from the bottom of the screen and tap the AirPlay option. Now tap Apple TV and then select Mirroring. Initiate a call as normal and you should see everything on your iPad screen mirrored on the TV, though slight lag is possible between sound and vision.

There is one obvious caveat in all of this in that an Apple TV is required for this simple setup. Despite claims that it is possible to use FaceTime on other equipment, the actual process to do so is often quite complex. But if you have family or friends that are in faraway places, this is a fantastic way for people to gather around and share what is happening in their lives more effectively.

Beam your calls onto a TV screen using AirPlay and an Apple TV

## Block calls

Block any number

The blocking facility on an iPad doesn't just apply to FaceTime, but it is included within the app.

When you receive an unwanted FaceTime call, tap the Recents tab after declining and choose the contact in question. Now simply scroll down to the bottom of the screen and tap Block this Caller.

The blocking facility covers all forms of communication and is really easy to use. The presumption is that if you block a person from calling, you will want to block them from contacting you via any available method, so once you have blocked a contact, they will no longer be able to FaceTime you, or send iMessages, text messages or call you either.

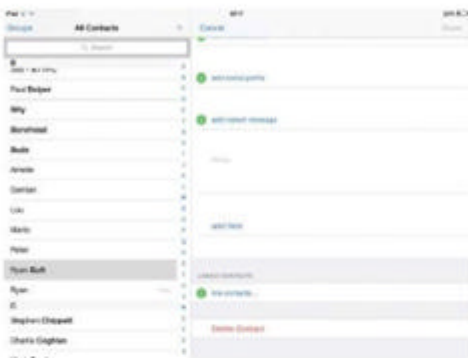




# Contacts



Thanks to the Contacts app, it is easy to keep a detailed and complete database of all of your professional and personal contacts on your iPad



## Merge duplicates

Merge and link contacts

Over time, it is likely that you will end up with a series of duplicate contacts that not only make your contact list bigger, but which cause confusion and mean you have to tap multiple entries to find the relevant information that you actually need. There is, however, an easy solution built right into the Contacts app that will let you merge two separate contacts together using just one simple step.

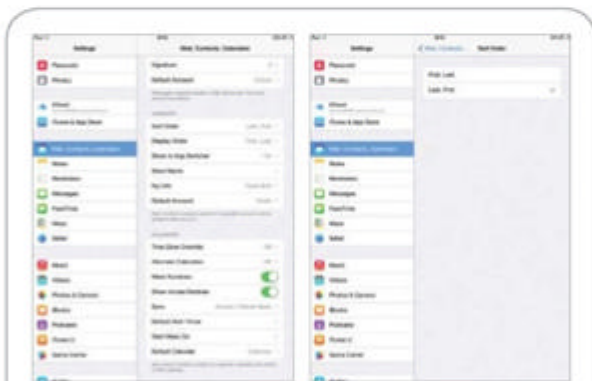
Scroll through your Contacts list and find two contacts that share the same name. Select one of them and then tap the Edit option at the top of the screen. Scroll down to the bottom to locate the 'link contacts...' option and then tap it. You will now be asked to select another contact to merge your current selection with, and once you have, tap Link at the top. The two contacts will now be merged into one entry.

"The synchronisation is completely invisible"

## Sync Facebook contacts

Add Facebook friends to your Contacts app

Synchronising Facebook contacts sounds like a difficult process, but it is actually very easy to do no matter how many Facebook friends you have. Go to Settings and scroll down until you find the Facebook entry. Tap it and then make sure that the Contacts field is switched to green. All of your Facebook contacts will now be synchronised to your main contacts database and will be available for reference whenever you need them. The synchronisation process happens in the background and will be completely invisible while you continue to use your phone, as your Contacts are steadily updated over time. You can also update contacts with Twitter IDs.



## First name sorting

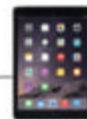
Keep contacts in order

We all have different needs when it comes to contact sorting and you may be someone who prefers to see your contacts sorted by their first names. The way to do this is simple, but it is slightly hidden. Go to Settings>Mail, Contacts,

Calendars, then Scroll down and you will find the Contacts section, which includes the all-important Sort Order option at the top. Tap this and then choose 'First, Last' or 'Last, First' and your contacts will be displayed as you wish. It is a one-time process.



Facebook contacts are just one simple tap away



## Add contact info

More than names or numbers

If you take the time to add as much information as possible about each of your contacts, you will be rewarded with a list of names and numbers that is useful on many different levels. Within each contact listing, you will be presented with a myriad of fields when you tap the Edit option. For example, you can add birth dates, multiple addresses, notes and even create custom fields to truly personalise the listing. The more information that you add, the more focused you can be on the individual in question. Entering the extra detail is useful both in business and for your friends. It helps make Contacts personal.

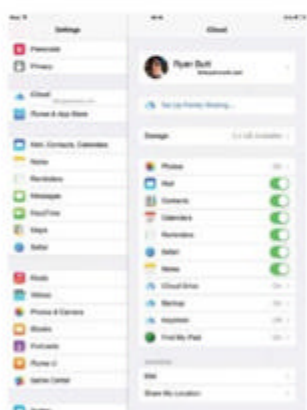
"You will be presented with a myriad of fields after you tap Edit"

## Sync with iCloud

Stay secure

**Synchronising your contacts with iCloud offers many benefits.** It is very secure, it is embedded into the Apple ecosystem and it conveniently runs in the background. The setup process is also simple and once done, you can sit back and enjoy your new secure contacts database.

Go to Settings>iCloud and make sure that the Contacts option is enabled by switching the icon to green. If you already have contacts on your device from other services or some in iCloud from a Mac, you will be asked if you want to Merge the entries. Tap this and the process will begin to synchronise all of your data with iCloud.



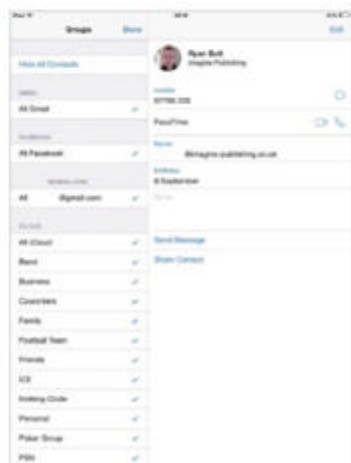
## Filter contact groups

Select groups of contacts

**Contact groups are important if you want to keep business and pleasure separate.** However, they offer another advantage in that they enable you to peruse shorter lists when you are in a hurry.

At the top of the Contacts listing, tap Groups and then untick those that you do not want to see. Tap on the Done entry and you will be taken back to the main listing, where any groups you unticked will be hidden.

It is good practice to put as many of your contacts as possible into groups because it will help you to keep them organised, plus you will become more familiar with each entry. Handily, the Groups feature is not even visible until you decide to filter contacts out.



## Access recent contacts

Reach people quickly

One of the cool new features of iOS 8 is that you can access your most recent contacts from the multitasking screen and reach them quickly and easily without first having to launch a specific app. To access this feature, simply double-tap the Home button to initiate multitasking mode and then all of your most recent contacts will be listed across the top of the screen.

If you then tap on a particular contact, methods for contacting them will appear next to their icon, including FaceTime and Message options. Tap an option to select it and you will be able to make contact without having to waste time and energy navigating to the specific app to carry out the task. This is a neat and efficient way of allowing you to stay in touch while reducing the time it takes to launch the preferred app and then finding the contact within it. Just another way that iOS 8 is making our lives easier.

Access your recent contacts easily



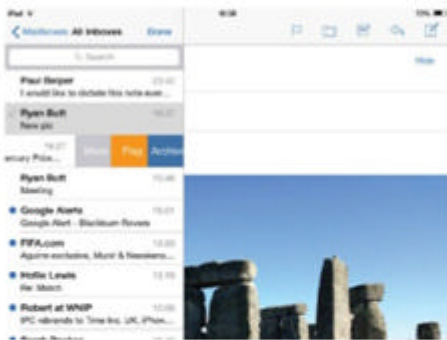




# Mail



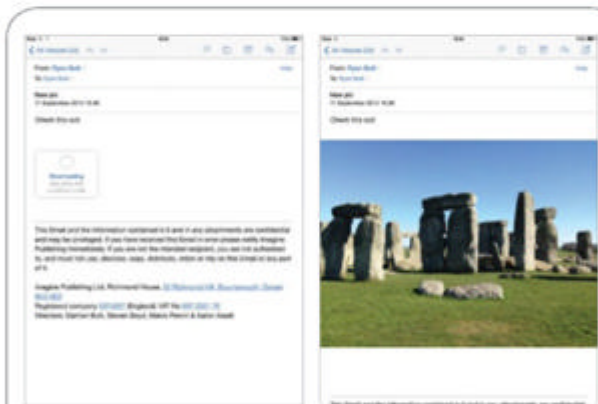
The iPad email app rivals some desktop solutions in terms of efficiency and features. It is also very easy to use and works with many email services



## Archive emails | Efficient mail archiving

If you want to remove an email quickly in the Mail app, you can swipe your finger to the left within any entry and then tap the blue Archive option so that it is no longer shown in your main inbox. This does not, however, completely delete the email from your account. If you wish to do this then select More and then within the email a new panel will appear. Tap Move Message... and then find and tap on the Trash folder. The message will be deleted forever when the Trash folder is emptied.

If you have a generous amount of space on your device, the archiving option is much quicker and does a similar job to permanent deletion, apart from freeing up space. Even if you do have lots of space, however, it is usually a good idea to ensure regular deletion of unwanted messages to keep your emails from getting out of hand.



Effortlessly handle zip file attachments

## Zip attachments

Open and manage zip files

The Mail app features direct support for zip files and you can conveniently deal with these type of attachments without having to install any third-party apps to your device. When you receive a zip file attachment in an email, tap it in the main email screen and wait for the file to download. When it is done, you can tap it again and the first file in the zip will

be displayed for you. At the top of the screen you will see the total number of files that are available to view, for example '1 of 7', which shows that you are viewing the first file of seven. The system is built to let you read or view whatever it is that you need to, regardless of format, and so the Mail app never gets in the way of your personal communication.

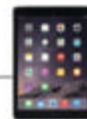


## Insert media

Mail different files

You can send media through the Mail app using Photos and many other third-party apps that support the facility, but it is often much quicker to add everything you need to directly from within Mail itself. In the main text field, tap and hold anywhere and you will see a pop-up bar appear. Now tap Insert Photo or Video to be taken to the Photos app. The next stage is to choose a photo or video to include and once chosen, to select it. At this point it will appear and be shown exactly as it will look when sent.

You may be asked what size file you want to send, which is useful when using mobile networks, but try the largest where possible to improve the quality. Finally, just click send.



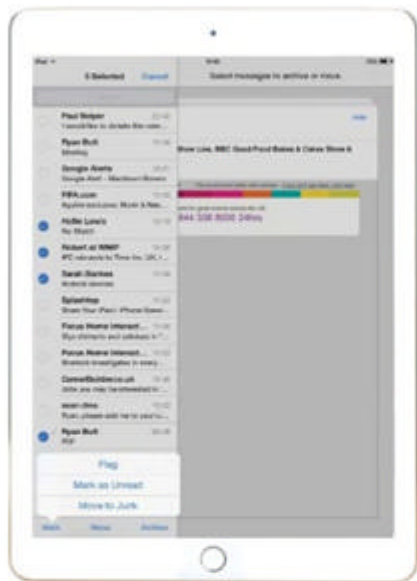
## Format any email text

Alter the look of text

**To change the formatting of text within an email, tap and hold any word and then tap the right-hand arrow icon.**

Now tap the BIU icon and you will be presented with three options: Bold, Italics and Underline. Choose any one of the options and tap again on another to, for example, make a word bold and italic.

There's no denying that this is a very simple text-formatting mechanism, but it's also easy to use once you are familiar with the system and it is fast and extremely effective. Also remember that whatever it is that you see in the main body of an email is exactly what the recipient will receive.



## Batch delete or move emails

Manage multiple emails at once

There will probably be times when you need to take actions on multiple emails at a time and using the on-screen gestures will just slow you down. When viewing a list of emails, tap the Edit key at the top-right and you will see a series of circles appear to the left of each email. Tap any emails you want and the number selected will promptly change at the top.

At the bottom of the screen you will see three options: Mark, Move and Archive. If you choose Move, the folder list will appear for you to choose where to move the selected emails. The Archive option will immediately remove all selected emails and the Mark option will let you note them as unread, junk or flagged.

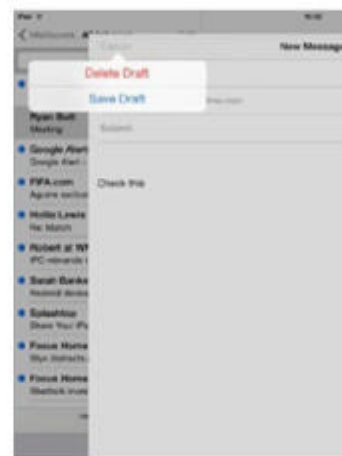
If you have a busy email account, this simple feature will help you to tame the chaos, but remember not to tap too quickly to avoid errors.

## Composing drafts

Save emails for later

The compose button is always in the top right-hand corner when viewing your email list or the account list. Tap it and you will immediately see a new window appear in which you can start composing an email. If you tap the Cancel option in the top-left, you will then be given the opportunity to save it as a draft. If you now navigate back to the main folder list for your email account, you will see a Drafts section which will hold any emails that you have not yet completed.

Try to keep the number of drafts you create to a minimum to avoid forgetting about important ones. If the list is long, you probably need to find some time to organise them and to delete any emails that you do not need.

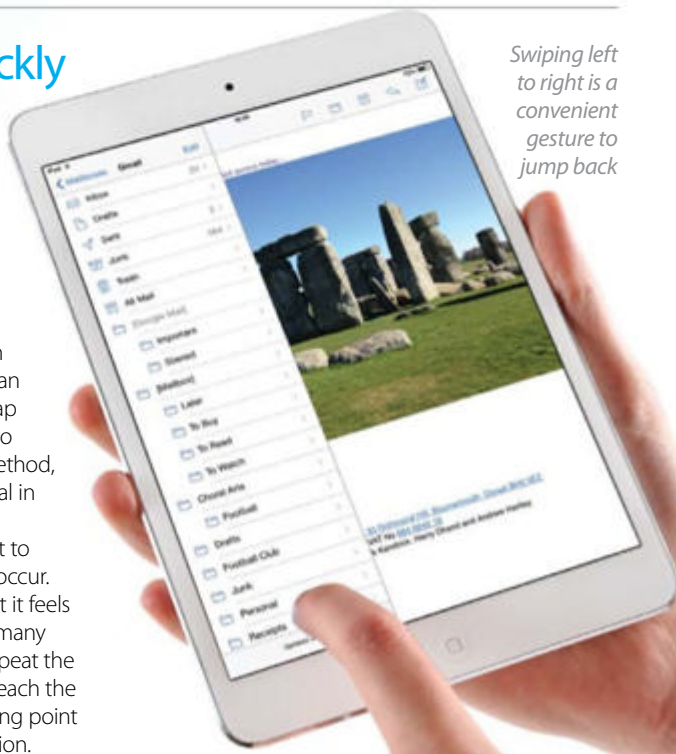


## Jump back quickly

Easily return to start

No matter where you are in Mail, you can quickly jump back to where you started from at any stage. There are two methods to remember and each serves the same purpose. When viewing an email you will see an option in the top-left corner which has an arrow to the left of it; simply tap this and you will be returned to your email list. It's a familiar method, but it is actually quite unnatural in comparison to the alternative.

You can also swipe from left to right and the same result will occur. It is not necessarily quicker, but it feels right and is a gesture used in many iOS apps. Now you can just repeat the method you prefer until you reach the account list, which is the starting point for all your email communication.



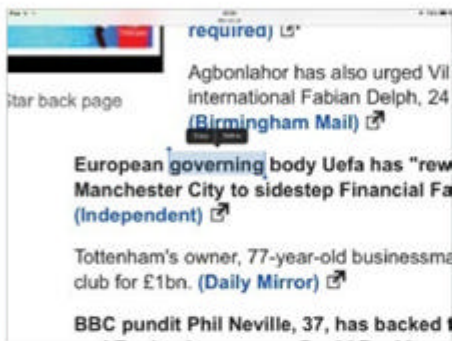
Swiping left to right is a convenient gesture to jump back



# Safari



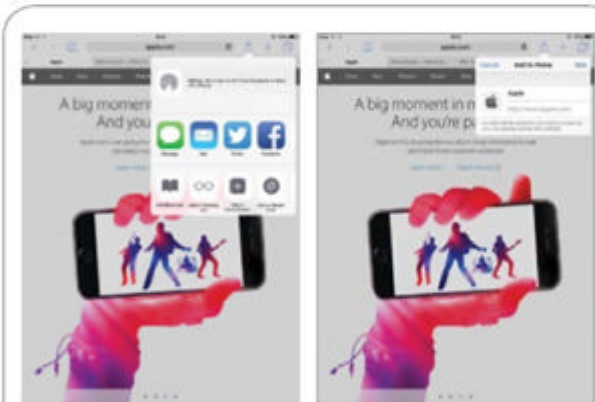
The mobile version of Safari is not cut down at all and offers many features that let you browse just as you would on a desktop



## Define any word | Understand unknown words

You can discover the meaning of any word you come across in a web page by simply tapping and holding it. You will see a pop-up box appear with two options; Copy and Define. Tap on Define and a new page will appear with a full dictionary definition, along with as much additional information as possible.

There are also two more options which are available to help you gain more detail on your chosen selection. Search Web lets you find more relevant links about the word in question and Manage will show a list of additional dictionaries that can be downloaded for many different languages. The entire process, from simply defining a word to arming your iPad with even more sources of useful information, can be done in just seconds and will no doubt prove to be useful time and time again.



Turn a website into an app icon in a matter of seconds

## Create web clips

Instant access to web pages

Web clips turn any website into an app, complete with its very own icon on the Home screen which you can just tap on to access the site. To create a web clip, tap the sharing icon in the top-right corner of the screen and choose the 'Add to Home Screen' option. You will now be asked to confirm or amend the name of the

clip. Try to make it short and descriptive because longer titles will end up truncated on the Home screen and will make no sense as a result. Tap Add and the process is complete. A new app-style icon will be shown on the home screen and you can simply repeat this process to create folders of easily accessible bookmarks.



## Rearrange tabs

Keep pages in order

The tabs feature in Safari is very handy when dealing with multiple pages. Tap the icon in the top-right corner of the screen to see all open pages and then tap an 'x' on any page to close it. You can also move pages around the list by pressing, holding and dragging on an open page. This is useful for researching the web and many other projects.

"The tabs feature in Safari is very handy for multiple pages"





## Never miss a read

Save long web articles for later

Sometimes you will find articles in Safari that are too long for you to read right at the moment you discover them. To get around this problem you can tap the sharing icon at the top-right of the screen and select Add to Reading List. The link will be saved, along with a summary and thumbnail image, in a list which is accessible by tapping the Bookmarks icon and then the spectacles tab at the top. The Reading List is home to all of the pages and articles you have saved and want to read later, and it can even be synchronised with the desktop Safari browser on a Mac. You can now read everything you want to when you find yourself with the time, but try to limit the feature to only long articles that will benefit from the time you have to spend on them if you can.



## Quick web addresses

Speed up your searching

Typing long web addresses on any mobile device is not easy, especially if you have large fingers that don't play nicely with small buttons, but there are some features which make the process much quicker on an iPad. The iPad knows that you are typing a web address when you tap within the top box in Safari and the first tip is to long-press the "." key at the end of the address. This will cause a row of web domain types to appear and all you need to do is slide your finger to the one you want to add it immediately. It's very quick and only saves a small amount of time, but it adds up if you use it repeatedly.

Also, keep an eye on the results that appear as you type in the top box. You will probably find that you can tap to select the correct entry as it appears. Your chosen search engine works alongside Safari to make entering search terms and web addresses very efficient, even if you do find using small buttons fiddly.

## Stay secure | Browse privately

Occasionally you want to browse web pages in private and the good news is that this facility is available in Safari. The bad news is that it is somewhat hidden, so you need to make a few finger-taps to get things started.

Tap the tabs icon in the top-right corner and then tap the Private option. A window will pop up asking if you want to close all of the tabs; do this and you can now go ahead and browse privately. If you want to change it back simply return to the tabs view and tap Private again.

Safari is very secure and has many safeguards to protect you and your identity, but this option may appeal if you are accessing internet banking or if you want to share your iPad with others without sharing your browsing history.



## Change font sizes

Control text

There is no facility to increase or decrease text size for just Safari, but you can make web pages more readable. Unfortunately the Larger Text option in Settings>General>Accessibility will not have any impact on Safari, but you can make text larger by pinching out with your finger and thumb. It can be fiddly to use, but it gives you full control over sizing.

Another option when reading articles online is to tap the Reader icon (the line icon) to the left of the unified Search/URL bar to get a clearer, uncluttered view of the page and then tap on the 'A' icons in the top-left corner to bump the size of the text up or down depending on preference.



Speed up the act of entering web addresses

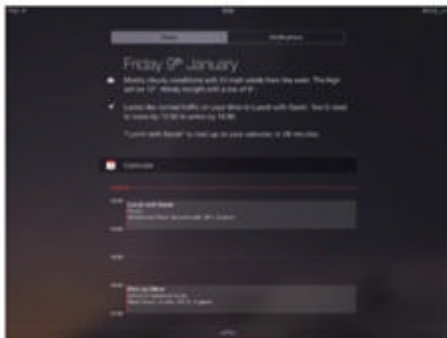




# Calendar

Tuesday  
10

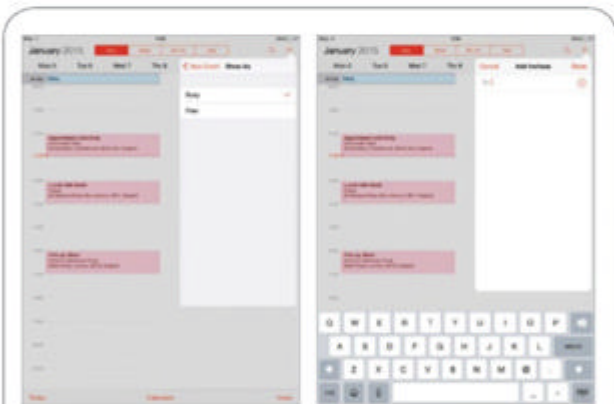
Keep yourself organised using the Calendar app, by quickly adding events, receiving notifications and moving appointments around with utmost ease



## Swipe around | Using many swipe gestures

Open up the Calendar app and you will see a handy glimpse of your schedule ahead. You can swipe to the left or right to show the previous or next day or you can swipe up and down to see earlier or later during any particular day. When you double tap an event to view it, you can simply swipe left to go back to the main calendar view.

Swiping is also useful when you are not actually in the Calendar app. You can swipe down from the top of the screen at any time to call up the Notifications panel on your iPad and then look for the Calendar section (make sure it is enabled by going to Settings>Notifications and turning the button next to Calendar Day View to green). This will show all of the day's events in a single, convenient list and let you view your schedule at-a-glance, no matter what app you are currently using on your iPad.



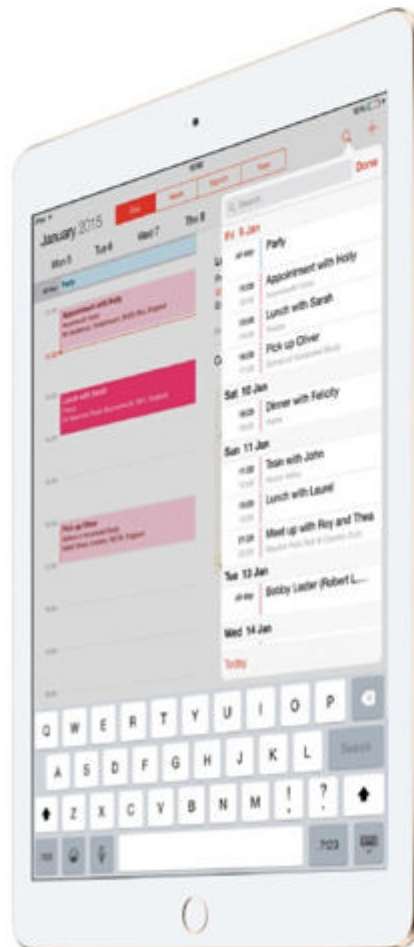
See agendas either on a full screen or beneath a calendar

## Organise meetings

Create new events

Creating a new calendar event is a quick and easy process and can be done by pressing and holding on a time or tapping the '+' icon in the top-right corner of the screen. A Details box will then flash up into which you can add times, a location, and invite other people to attend. In fact, thanks to the iOS 8 update, when creating

new events you can now check on the availability of the people you wish to invite and tailor the start and ends times accordingly. Such great innovations make it even easier for you to keep your Calendar organised and ensure that your hectic working and personal schedules run as smoothly and efficiently as possible.



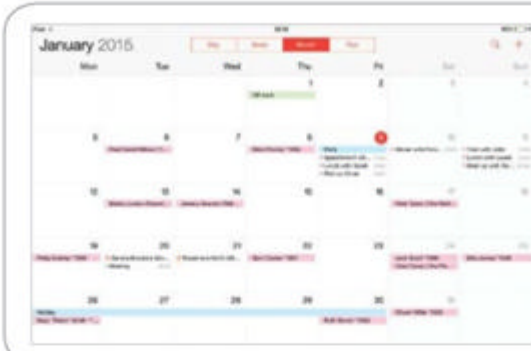
## Search for certain events

Find crucial events in an instant

Tap on the search icon at the top of the Calendar screen to find particular events. The search function searches through event titles, invitees, locations and notes fields to find whatever it is you're looking for. The results are displayed in a list showing the title of the event. Tapping on it will show you the full entry. Entries added automatically through Facebook and those that you add yourself, together with occasions such as birthdays, will be found and displayed. Disable Facebook events by tapping the word Calendars and then unticking the entry next to Facebook Events.

See search results displayed in a list within Calendar





## Scroll to dates

View future events

There are various view options available to use in the Calendar app; you are able to see an overview of the year, a particular month, a specific week or a certain day. You can move from a day view to a week view to a month view to a year view via the tabs at the top of the app interface. If you are viewing the calendar by the Year view then you can jump to Month view simply by tapping

on the month in question. You can then tap on a day in Month view to jump straight to Day view. Week view displays calendar with days of the week across the top of the window and hourly segments within the main window. You can also jump to the current day at any time by tapping on the 'Today' option, which can be found down in the lower-left corner of the screen.

## Tweak start date

Change the day a calendar starts on

With flexible working, not everybody's week starts on a Monday, and if you want to change the day that the iPad calendar starts on, you must go to the Settings app. Select Mail, Calendars, Contacts, then scroll down for Calendar and tap Start Week On. By default, the week will start on a Monday but you can alter it to any other day. Simply tap the day you want to use from now on and then the back button in the top left-hand corner of the screen. The calendar will make the necessary adjustment. You can change your mind and alter the start date at any time.

"By default, the week will start on a Monday but you can alter it"



## Move an appointment

Drag and drop to reschedule

So you need to move an appointment because it clashes with something else or has simply got to be shifted. No problem; with Calendar on your iPad, you do not need to delete an event and re-enter it. All you need to do is find the event in the Today view and tap and hold it. You can now drag the appointment around the screen until you find the revised time slot where you can then let go. The event will be magically placed in the new slot.

This can be repeated over and over again and with any kind of appointment you have entered into the Calendar app. You are not even confined to changing an appointment within a particular day. If you need to move an appointment from one day to the next or even further ahead, then simply tap and hold and move the event to the right, where it will show on another day. Keep moving until you find a suitable day and let go in the required time slot.

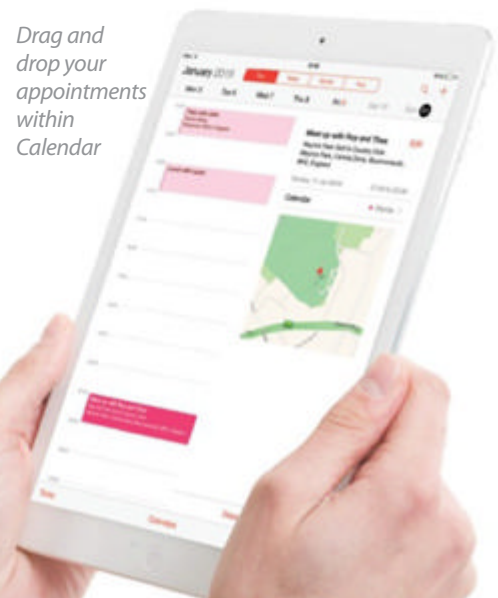
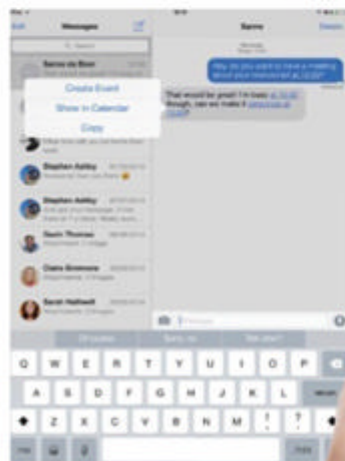
Drag and drop your appointments within Calendar

## Add events from SMS/email

Create an event or show in Calendar

If you receive a text or email with a specific time and date, you can instantly create an event using the information. The text will be underlined in blue so tap it and select Create Event from the menu that appears. You will be taken to your Calendar app where you can add a title, include a location and fill in more details before tapping Done. What's more, by tapping Show in Calendar, you can ensure the event is not going to clash with anything that you may have scheduled for that day and time.

This process has been much-improved since it first appeared and it means that you do not have to jump out of your Message or Mail app to find Calendar.

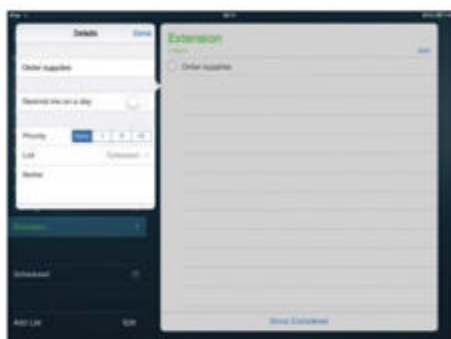




# Reminders



It's so easy to forget stuff when you have a thousand and one other things on your mind, so make better use of Apple's brilliant built-in Reminders app

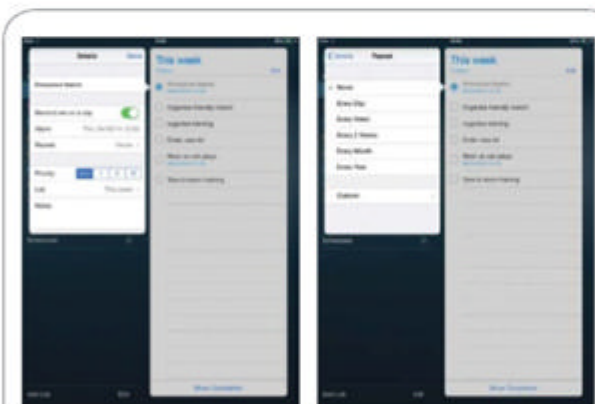


## Make a new list

Organise your reminders

When using the Reminders app it is easy and useful to organise your to-do lists into different categories in order to avoid having one long splurge of reminders. You will find the option to 'Add List' in the lower-left corner of the Reminders app interface and tapping it will allow you to give your new list a name, as well as to colour code it so that you can tell, at-a-glance which list you are referring to.

Once you have set your new list up, tap the 'Done' button and your new list will be added to the categories to the left. You can now go about adding items to this list simply by tapping on a line of the page and noting down the task using the keyboard. Tap on the small 'i' icon next to the task to add further information, such as setting the priority, adding any additional notes and setting a reminder for the task.



Tick the option you want to use

## Repeat reminders

Set a regular event reminder

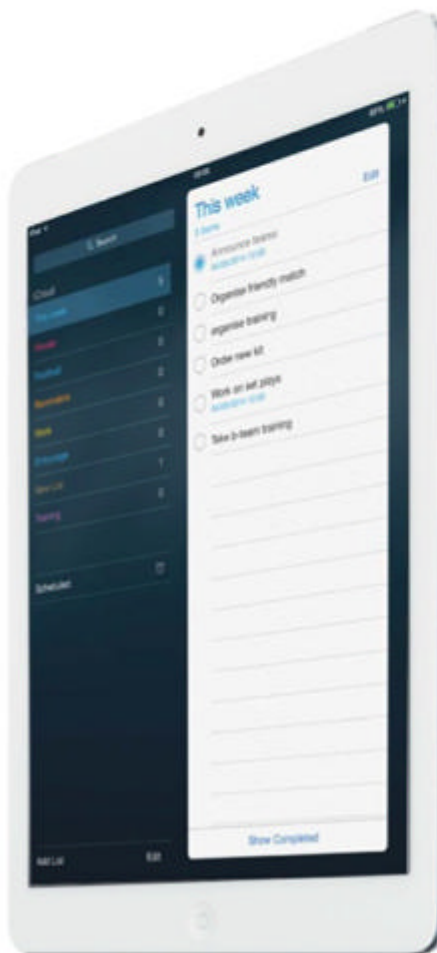
Some tasks need to be repeated frequently on a regular timescale. Perhaps you make a phone call on a certain day each week or grab something from the shop at the same time every Friday, for example. To repeat reminders for the same task, slide the 'Remind me on a day' button to green, set a time and date and then tap

Repeat. Recurring reminders can be set for every day, every week, every two weeks, every month or every year and they can make life considerably easier as you don't have to write out the same task each and every time. If there comes a time when you no longer need to repeat a task, simply turn the option off.

## Mark tasks as done

Tick off reminders

It makes sense that you cannot only set a reminder for various tasks but also very easily mark them once they are complete. Reminders has a simple way of checking off tasks without putting you through the hassle of deleting them. Open a list in the Reminders app then tap the check box to the left of each of the events that you have completed. The item will be marked as complete and disappear from the list. Only the tasks you have asked to repeat will remain. With those, the date on the item will change to the next date in the repeat sequence. For example if you have set a task to repeat weekly and you the 1 September entry as complete, the date will change to 7 September and remain in the list.







# Clock



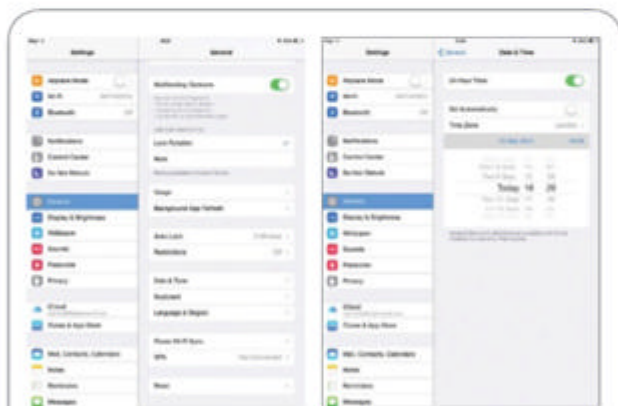
Even though your iPad has so much power at its disposal, being able to use it to tell the time is one of its handiest features. But it can do much more besides...



## Global clocks | Set the time for different cities

Although you will use the clock for the time zone of the country you are in the majority of the time, setting up world clocks is incredibly useful if you regularly keep in contact with people in other countries across the globe. Tap the '+' symbol in the right-hand corner of the screen and select a city or country from the long list that will be displayed. You can use the search box to help speed things up. Tap on the location you want to use and it will be added to your personalised list of world clocks.

Tapping Edit in the top-left corner lets you remove any clocks you no longer want to see (select the red dot that appears) and it also enables you to rearrange clocks (tap the three-line icon and drag it to the required spot). Why not switch between analogue and digital? Just tap the name of the city or country to do so.



Use the switches and sliders to set the time

## Adjust the time

Set iPad's date and time

If the time on your iPad is incorrect, go to the Settings app. Select General and go to Date & Time. You can switch between 24-hour and 12-hour time using the option that is available here, but we just want to adjust the time. To do this, turn Set Automatically off (this will also help to extend your battery life) and tap the time

displayed using the sliders to choose the correct time. There isn't much reason to adjust the time manually because even if you go on holiday to a foreign location you can simply adjust the time zone by tapping on it and selecting the country in question. But you may nevertheless need to at some point.



## Set a musical alarm

Pick songs to wake up to

Waking up can be difficult at the best of times, but it's even harder if your alarm noise is something annoying. Few things are more irritating than incessant buzzing in your ear and as good as the selection of ringtones within the iPad is, not all of them will put you in a great mood when you wake up.

But as you've probably guessed, you have plenty of other options. You can pick a song from iTunes to use instead. When you create your alarm, tap on the Sound option. At the top of the screen are options to Buy More Tones and Pick a Song. Tap on the latter to pick a song from your iTunes library to use it to stir you from your slumber the next day.



# Notes



If something is on your mind or if you want to save something for later, the Notes app is a handy way of keeping a log of your iPad and life's activity



You have various note-sharing options



## Dictate notes

Write messages using your voice

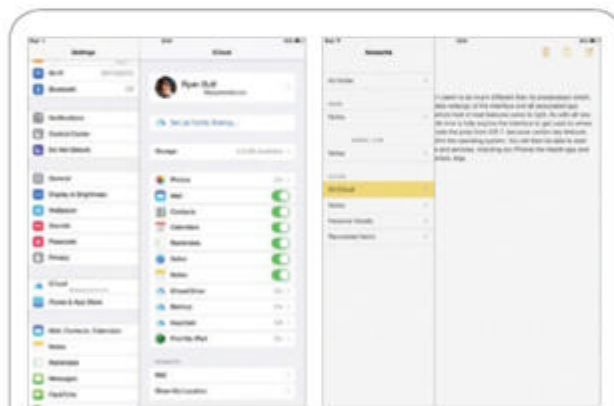
Built into iOS is a brilliant voice recognition system that can be utilised when using the Notes app. Create a new note within Notes by tapping the compose icon in the top-right corner of the screen, and call up the keyboard by tapping in the main writing area. Tap the microphone key and start to talk. When you have finished, tap Done and your words will be processed and placed within your note. You can then complete the note and save it by tapping Done in the top right-hand corner.

For an even faster way of doing this, hold down on the Home button to activate Siri. Now say "write note" and dictate whatever you want to write in the note. Siri will then create the note on your behalf and save it. You will be able to review the text that Siri has written up for you by going to the Notes app.

## Share a note

Pass them on

So you've written a note on your iPad and you would like to share it with someone else. The best way to do this is to send it via a text message or through email. To do this, open up the note that you wish to share and select the Share button in the top right-hand corner of the screen. You will see the options for Message and Mail. Tap whichever one you would like to use. In both instances, the text from your note will be pasted into the body of your message or your email and you can simply enter a recipient and send the message or email in the usual way. The note remains within your Notes app so don't worry about losing it. You are also able to share a message via AirDrop with people nearby. Tap AirDrop and then select their device.



Sync your notes across devices

## Sync your notes

Share notes across other devices

When you write a note on your iPad, it is possible to easily sync it across all of your Apple devices using iCloud. Go to Settings>iCloud and make sure iCloud is turned on and that you are logged in with your Apple ID. Then ensure that Notes is turned on within the iCloud settings. By doing this, you are able to

view your Notes on an Apple Mac using the Notes app for OS X as well as see them on an iPad or an iPod touch that is also linked to your iCloud account. This works the other way around too, so you could write a shopping list on your Mac using the larger keyboard and it will be synced to your iPad to carry around with you.



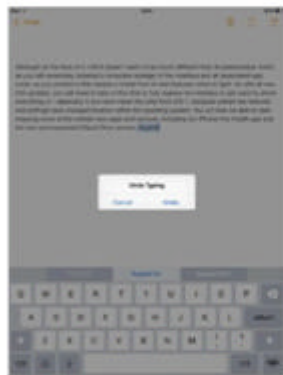


## Print notes

Send a note to paper

Many people have AirPrint printers these days which hook up to their Wi-Fi networks and allow for easy, direct printing from an iPad. If you have one of these, then printing a note is a very straightforward affair and it simply needs you to open up a note and select the Share option. Tap on Print and then Select Printer. As long as your AirPrint printer is enabled and turned

on, it should show up in the list. Tap on the printer and then select the number of copies that you wish to print out using the '-' and '+' keys. Then, when you are satisfied, tap Print. To check on the progress of your printing, you can double-tap the Home button and swipe to the right. This will call up the Print Centre, from where you can view the Print Summary.



## Undo mistakes

Make text corrections

**Everyone makes mistakes.** It is why pencils have erasers. And it is also why your iPad has a built-in Undo function that Notes can use, but that few people seem to know about. If you type some gobbledegook or find that you've just deleted something major, give your iPad a nice little shake while the app is still open. It will call up a window which asks if you want to undo what you have just done. Tap Undo or choose Cancel. By tapping Undo, the last action will be erased. Be aware, though, that if you have just typed an entire sentence, the whole lot will go rather than just the last few words.

## Copy and paste text

Cut, copy and paste to and from Notes

The copy and paste functionality of iOS really comes into its own when using the Notes app, since you can copy text from other apps such as Mail or the Safari browser and paste them into notes for safe-keeping and reference. To copy text, just hold down on the words that you want to select until a small menu appears.

Tap Select and a set of markers will show on the screen. Move the markers so they are at the front and the end of the text you want to copy and then, in the new small menu which has appeared on the screen, select Copy. Now open a new note and hold down within it. Select Paste and the text you have copied will be placed within this new note.

This method works for almost all of the text you encounter on your iPad (exceptions, annoyingly, include Facebook). You can copy tweets and select text from Dropbox. You can even copy images: why not try holding down and copying a photo in Safari and see if it lets you paste the link to it into Notes? In most cases, it will.

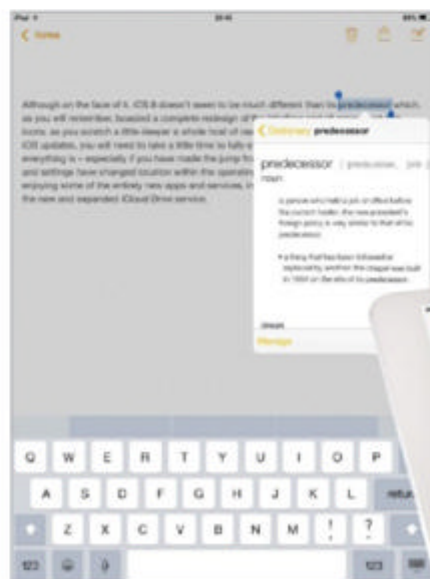
*It's nice and easy to cut and paste text between all of your notes*

"Your iPad has a built-in Undo function that Notes can use"

## Check the meaning of a word within a note

Use the Define option built into the iPad

Have you ever come across a word that perplexes you, sending you reaching for a dictionary or perhaps Google in order to find out what it means? Thankfully, you don't need to do that in Notes, which is great if you have pasted something into the app that has baffled you. Simply press and hold down on the required word in order to select it and then go ahead and tap Define. The iPad will look for a definition for you. If you find that it keeps on throwing up blanks, though, tap on Manage at the bottom of the Define screen and select an additional dictionary to download to your handset. That will, in the majority of cases, fix any problems, and you will be able to view definitions, derivatives and the origin of most of the words that you highlight. If you are struggling to understand a piece of writing or want to check the exact definition of something, make sure that you utilise this very useful feature.





# Maps



Never get lost again by maximising use of Apple's very own built-in Maps. Better than ever before, it is now a must-use app



## Tilt map window

Rotate and tilt the view

You can use a host of different gestures to better interact with the Maps app on your iPad. While zooming in by pinching the screen between your fingers is likely to already be familiar to you, it is also possible to use two fingers on the screen to rotate the map window so that you are able to get a 360-degree view of the landscape. Another neat trick that you may not be aware of is being able to place two fingers on

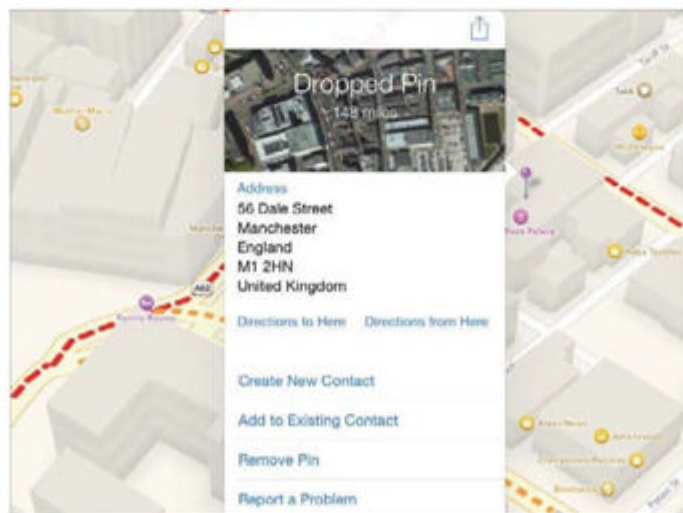
the screen and drag when you are in the 3D or Flyover view. It gives the feeling that you are looking down over the map from high above.

In order to use both the two-finger rotate and the two-finger drag gestures, you need to have the map in Overview, but it does work in both landscape and portrait mode. You can, of course, also use a single finger to move around the screen to see more of the map.

## Share a pin

Let others see a location

If you want to share a pin with others, all you need to do is tap on the label which appears next to it to call up information about that specific location. Tap the Share button and choose the method. Whatever method you choose, the pin location will be placed within the message so that when it is tapped, the user will be able to see the location open in their own Maps app.



Sharing locations with other people is easy

## Info on local amenities

Find addresses, read reviews and see photos

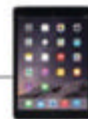
Maps aren't just about getting you from A to B. They are also for locating important services and landmarks, and helping you to acquaint yourself with an area. With the Maps app, you can get information on local amenities including restaurants, bars and shops. Zoom in on the map to show key locations. If you see a restaurant, for example, tap it and you will be taken to a Location page, which shows you phone numbers, the website and address of the establishment

and options to get directions to and from it. You can also see reviews and photos, which give you a flavour of whether it is worth visiting. Add your own review by scrolling down and selecting Write a Review. At the top of the screen is a condensed set of data with a star rating (you can add your own), its opening hours and an indication of price.

"With Maps, you can get information on local amenities"



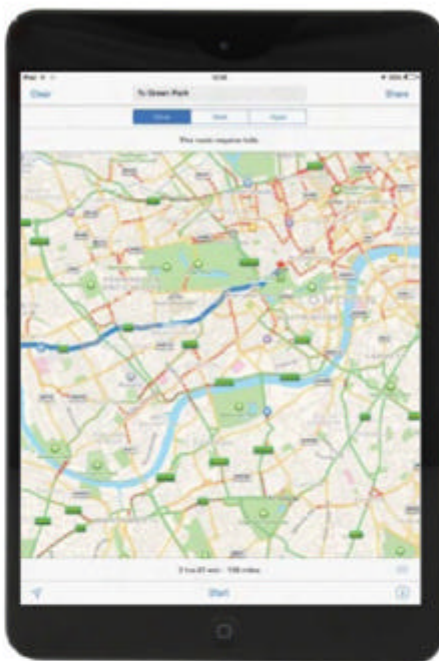




## Use the Quick Route button

Plot a route to your destination in no time at all

When you search for a location, the Maps app places a red pin on the map to highlight the destination you are looking for. If you tap on the pin, a label will appear next to it giving you the name of the location and an indication of how long it will take you to get there from your current position. The icon will show either a car or a person, which indicates the time it would take to drive or walk respectively. The magic happens when you tap on this icon: a quick route will be plotted from your current location to the destination and if you tap Start, Maps will begin to give audio and visual directions as you make your way towards the pin's location.

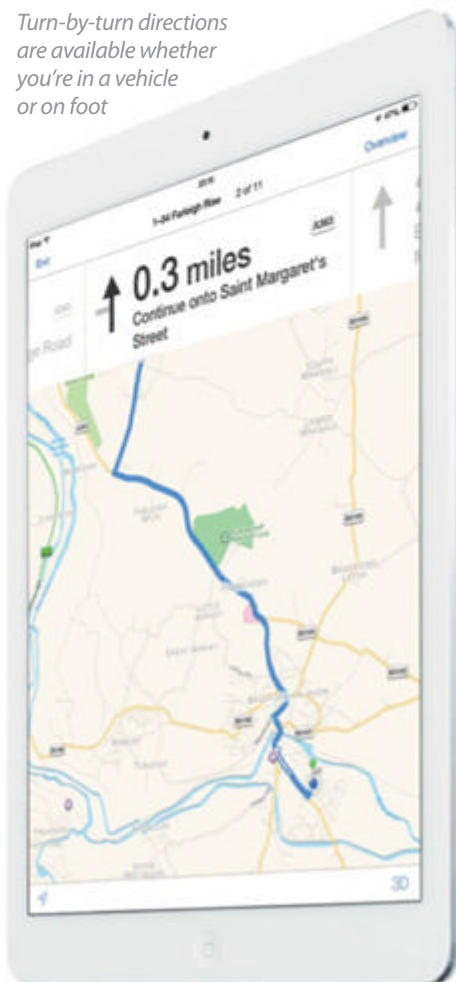


## Guided walking routes

Voice directions when walking

The route function of Apple maps is not only useful for drivers. You can also use it when you are out and about on foot. To activate directions when walking, drop a pin in the location of your destination and then either tap the Directions option in the top-left corner of the interface or tap on the pin and choose the 'Directions to Here' option from the pop-up window. Now tap Route and the default driving route will be displayed. Tap the 'Walk' tab at the top of the screen and the route will be amended to reflect the change in mode. Now hit the Start button at the bottom of the screen to get directions. If you would like the directions to be spoken to you then you can turn on VoiceOver mode in Settings>General>Accessibility, but be aware that this will change the gestures that you use to control your iPad.

Turn-by-turn directions are available whether you're in a vehicle or on foot



## Map options

Explore the features

The main options for the Maps app can be accessed by tapping on the 'i' icon in the lower-right corner of the screen. This brings up a pop-up window presenting three possible map views and a few extra features. The views are Standard, Hybrid and Satellite. Standard lacks detail but has all roads marked, Satellite provides an aerial photograph of the map and Hybrid is a mixture of the two. From the pop-up window you can also drop a pin, change the map to 3D mode, report a problem and toggle the traffic on or off. This latter option can be useful when planning trips because the map will reflect how congested a certain route may be and you can then get it to suggest an alternative route.

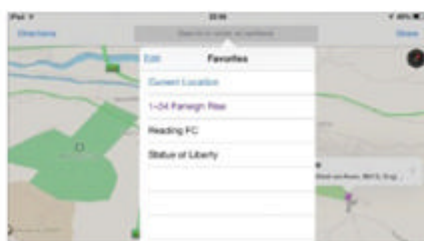


## Use bookmark syncing

Sync between iOS and Mac OS X

Maps bookmark syncing was introduced with iOS 7, bringing the app in line with other iPad services that already allowed for iCloud bookmark syncing (Safari being one). It means you are able to add a location as a Favourite on your iPad and view it when using Maps on another Apple device, whether it uses iOS such as an iPad or an iPod touch, or whether it uses OS X, the operating system for a Mac (Maps was added as a Mac app with OS X Mavericks). Make sure you have iCloud enabled on each device and are logged in using the same Apple ID, then use your iPad's Maps app in the usual way, adding a Favourite

by tapping a pin, tapping the Share icon and selecting Add to Favourites. You can access your favourites by tapping on the Search field choosing the Favourites section from the drop-down menu.

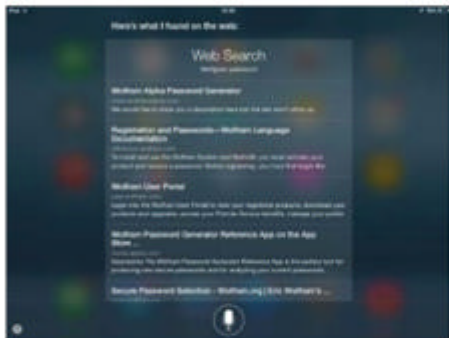




# Siri



Talking to Siri may feel a little silly at first but once you harness his or her true powers, you will soon find yourself rather dependent

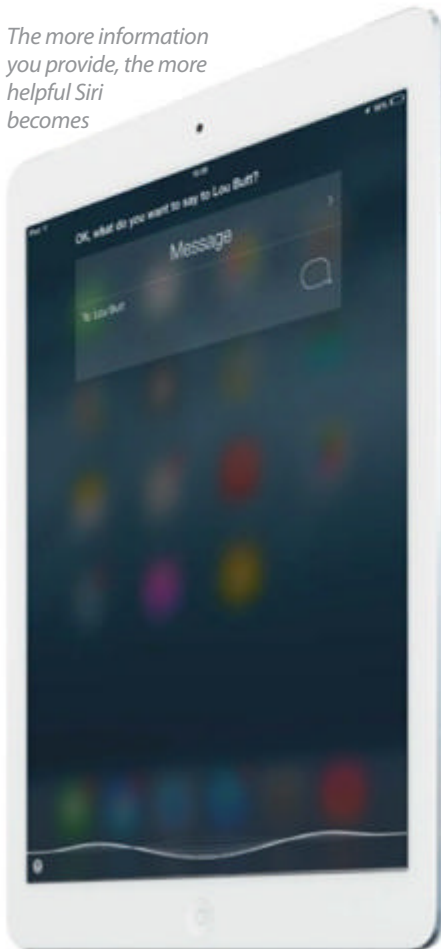


## Get help with passwords | Generate suggestions

One little-known tip when using Siri is the virtual assistant's ability to **generate an endless supply of random, secure passwords to help protect your device**. To do this it uses Wolfram Alpha, a computational knowledge engine, and the whole process takes only seconds to complete. Simply hold down the Home button on your iPad and, when Siri activates, say "Wolfram password". Siri will take a moment and then show you a variety of results which you will be able to use to register for a site or service. It will also spell your selected option out to you in written form using the phonetic alphabet.

For more information, just scroll down. Siri's search for a random password will show that the password would take a hacker a mere 229 years to crack. It also shows a list of common password types for different services.

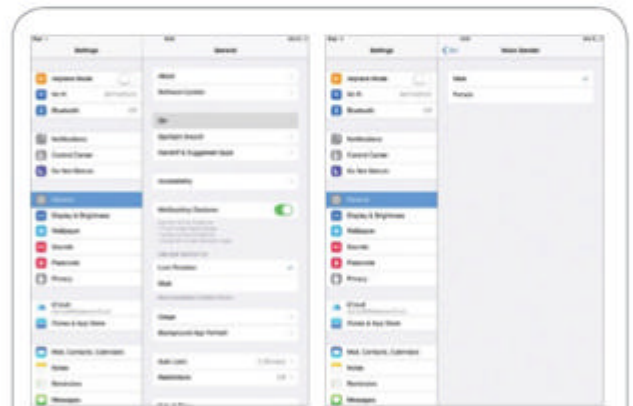
*The more information you provide, the more helpful Siri becomes*



## Who's who?

### Identify friends

Siri wants to be integral to your life but like anybody who freshly enters your circle, it can be hard to know who is who without a proper introduction. Let Siri know who your friends and family are to make more effective use of Apple's very own virtual personal assistant. Let's start with your partner. Hold the Home button to activate Siri and say "Message my girlfriend/boyfriend". Siri will ask who that is. Just say his or her name and Siri will ask whether you want it to remember the relationship so just say yes. Alternatively, go to Contacts and select your own name. Tap Edit, scroll down to Add Related Name and see a field entitled 'mother'. Tap this to view different relations, from brother to spouse to manager. Select one and find the person who fits the bill. Then Tap Add Related Name again and repeat.



*Head into Settings to choose a voice gender for Siri*

## Gender change

### Set Siri as a male or female voice

**Siri's voice can be set to be either male or female depending on your preference.** To change the voice gender, just open the Settings app and go to General>Siri. Tap on the option for Voice Gender to go to the options page. Now place a tick next to either Male or Female and tap Siri to go back. When Siri

next talks, the voice will be either a man or a woman depending on the choice you made. Unfortunately, at present, these are the only two rigid options but you never know; in future updates you may be able to select different male and female voices, a variety of regional accents or even iconic celebrity voices.



Leave Siri to open your apps

## Open apps with Siri

Sounds lazy? It can actually be quite useful

Yes, we know that opening apps on your iPad is not the most difficult of tasks to perform. You look for the app you want, then you tap on the icon and, hey presto, it appears on your screen ready for use. But many of us have so many apps crammed onto our iPads that looking for the one we want can become quite a time-consuming pain, so being able to take the sting out of it by using your voice and Siri to search makes life just that little bit easier. Activate Siri by holding down the Home button and then say "Open [name of app]". In an instant, Siri will find the app and open it up much faster than you ever could with a manual search. You don't even have to say the full name of the app. If Siri recognises a partial name, it will give you a list of possibilities from which you can select the correct choice. All you then have to do is tap on the one that best fits your requirements for the app to open. It might only shave a few seconds off your time, but those seconds will quickly add up.

"Try asking Siri some personal questions"

## Set locations | Let Siri find your home

It is an easy process to set specific locations for contacts and have Siri find them with ease. This feature is most useful for your own home. Open the Contacts app and add yourself as a contact, entering your address and ensuring that it is set to 'home'. Save this and go to General>Siri. Next to My Info, find and use the contact you have just created. Now when you ask Siri to "Find my way home", it will determine the route from your current location.

You can do the same for other locations important to you. Add another address in Contacts under your name, label it 'work' and again, you can get directions to work from wherever you are. Of course, this all means that Siri now knows where you live.



## Let Siri carry out social media services for you

Find out what's happening on Twitter

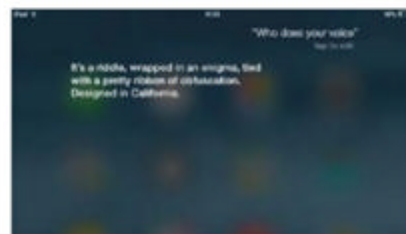
Siri can integrate happily with Twitter; when iOS 7 was launched, it brought with it upgraded Twitter functionality and one of the treats was full tweet searches. By asking Siri "What are people saying about..." or "Search Twitter for...", the personal assistant performs a quick trawl of the social media service and throws up some results for you. You can also ask "What is Trending on Twitter" and "Find tweets with the hashtag..." Even better, you can even tweet. Say "tweet" and your message and Siri will ask if you want to post it. Just tap Send or say "yes". If you haven't set up Twitter within the operating system, Siri will prompt you to do so and take you through the steps.



## Enjoy yourself

Feel free to ask Siri anything

Although it can feel awkward using Siri to begin with, as you start to feel at ease you



can ask Siri anything on the fly, saving you time navigating to the respective app for answers. You can ask a simple trivia question for a quick-fire response or something specific to yourself based on the information in your device. And the more you experiment the more fun you can have. Try asking Siri personal questions for some amusing answers, and for more diverse responses you can always try asking eternal questions such as 'who let the dogs out?'.

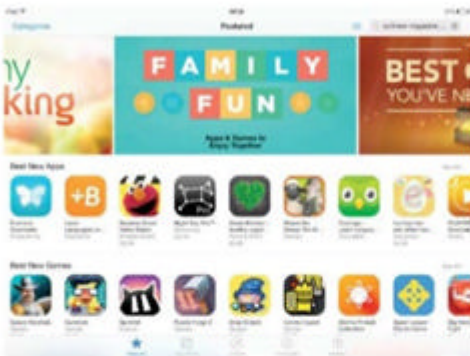




# App Store



It's one of the best shops in the world with loads of fun, useful and diverse apps on offer, many for free. Here is how you can make the most of it



## Apps for kids | View children-friendly apps

When iOS 7 was launched in 2013, it brought with it so many great visual flourishes as well as a host of new features and one of the most significant was the introduction of a Kids App Store within the main App Store app. In order to view it, you first need to open the App Store app and then navigate to Categories>Kids. You will then see four sub-sections. One will show you apps for all kids, and the other three are broken down for ages five and under, between

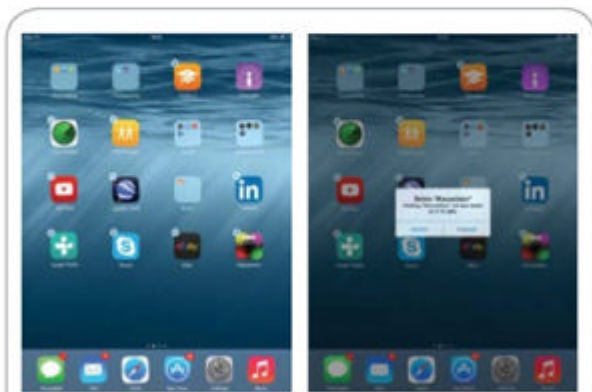
six and eight and between nine and 11. By tapping on each of these categories, you are able to view a whole host of amazing kids apps that are completely appropriate for their respective age ranges. However, the password of the account holder is still needed in order for your children to download or purchase apps, so there is no need to worry about the kids racking up a huge App Store bill if left to browse unsupervised.

“Deleted apps can be re-installed via the App Store”

## Add Wish Lists

Save purchases for later

When browsing the iPad's App Store, you may not want to buy an app straight away – perhaps you'd like to wait until you are on Wi-Fi or until you have more money available. If you would like to buy an app later, you can add it to your Wish List: a convenient way to build up a shopping list of apps for later consideration. Tap the Share icon on the app's purchase page, followed by Add to Wish List. The app will be placed under the Wish List tab, located via the icons at the bottom of the App Store screen. You can add as many items as you want to a Wish List, and to buy an item you simply tap the icon and select Buy.



App deletion will need verifying

## Delete apps

Remove apps from iPad

To free up some space on your iPad or to remove apps you do not use any more, you should delete them. Tap and hold on an app until the icon shakes. Tap the X in the left-hand corner and then confirm

the deletion. Deleted apps can always be re-installed via the App Store and since you have already paid for them, you won't be asked for payment again. Be aware that you cannot delete the built-in apps.



The Share icon has an Add to Wish List option



# iTunes

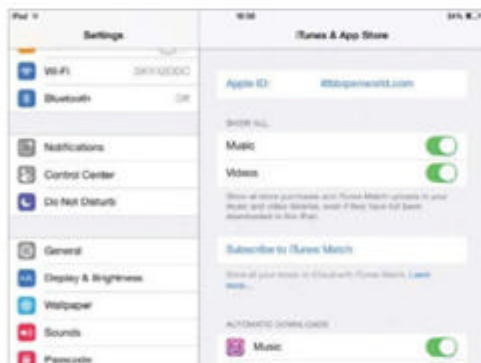


Whether you want to listen to music, watch a film or TV show, enjoy a podcast or read a book, iTunes is your very own one-stop entertainment shop

## Enable automatic downloads on iPad

Get purchases on all of your devices

When you make a purchase within iTunes on another machine, be it a computer, phone or another tablet, the song, app or book doesn't automatically download to your iPad. But it can do. There is a function within the Settings app that lets you automatically download purchases made via the iTunes Store on other devices straight to your iPad. Open Settings and go to iTunes & App Stores. Sign in if you have not already with your Apple ID and password and then tap to enable or disable Automatic Downloads for each content type on the screen that will appear. To prevent large files like movies or TV shows from being downloaded over 3G or 4G, move the Use Cellular Data switch to the Off position and this will prevent you from being hit with potentially expensive bills for exceeding your limit..

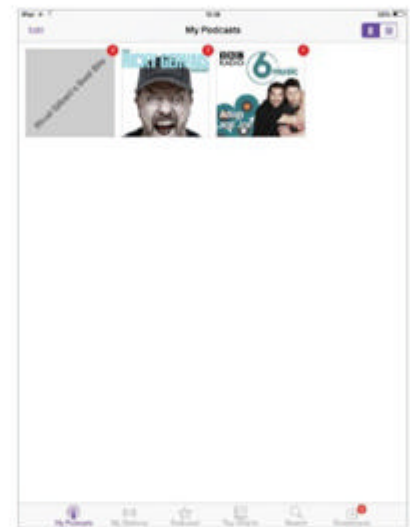


Use settings to turn on automatic downloads

## Get podcasts

Enjoy a variety of shows

Podcasts are episodic series of audio or video which you can download to your iPad. They became popular thanks to the iPod. To get podcasts on your iPad, you need to use the built-in Podcast app, so go ahead and open it. There are a series of icons at the bottom of the screen. Tap Top Charts to see a flavour of the most popular audio and video podcasts or tap Search to look for something specific. You can tap Featured and then All Categories to find podcasts that may suit you – browsing often unearths something amazing. If you like the look of a podcast, simply tap the cloud icon on the podcast's description page. It will be made available to you.

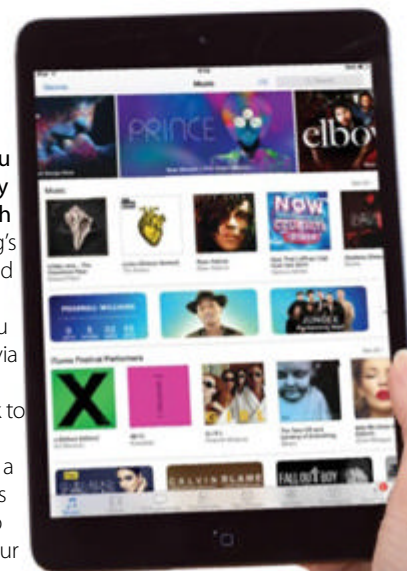


## Share listings

Pass on descriptions

If you really enjoy a song or other entertainment item on iTunes, you can let the world know about it by sharing the description listing with other people. Navigate to the song's page within iTunes on your iPad and select the share option in the top right-hand corner of the screen. You can share a direct link to the page via a message or email by tapping the corresponding apps or you can link to it on Twitter or Facebook.

This is a great way of referencing a song on social media since it inserts the cover of the song or movie into your tweet or post. You can add your own message alongside the pre-written one created by iTunes and then send it in the usual manner.



iTunes is home to music, movies, TV shows and more

“Let the world know if you enjoy a song or entertainment item”



# Music

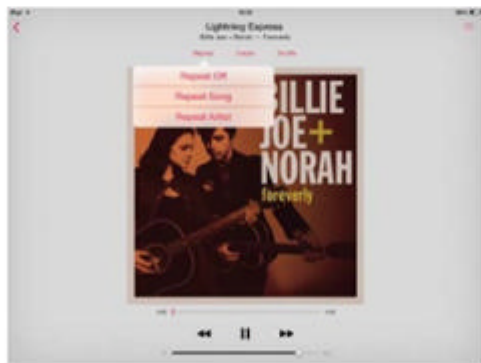


The Music app is a fantastic way of organising your music library as well as playing and listening to your favourite tracks

## Use Now Playing screens

Master the controls

Most of the time you will probably be listening to your music with the iPad screen turned off, but when a track that you rather like starts playing, or a track that you are unfamiliar with begins to play, you might want to switch on the screen and check out the Now Playing display. It has some very useful information about the song that is currently playing in addition to the great artwork that is shown. For example, you are able to see both the track and album names in case you are not familiar with them. The track length is displayed and you can see your current position in the song. The music can be paused, you can return to the beginning of the track, or you can skip the track and go to the next one. Repeat repeats the track, Create creates a new playlist from it, and Shuffle plays the album tracks in random order, starting with the current song.

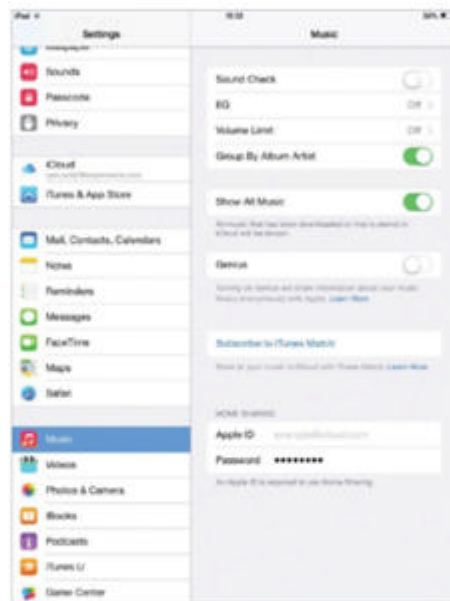


Turning on repeat means you can listen to a favourite song over and over again

## Sync everything

Keep tracks synced

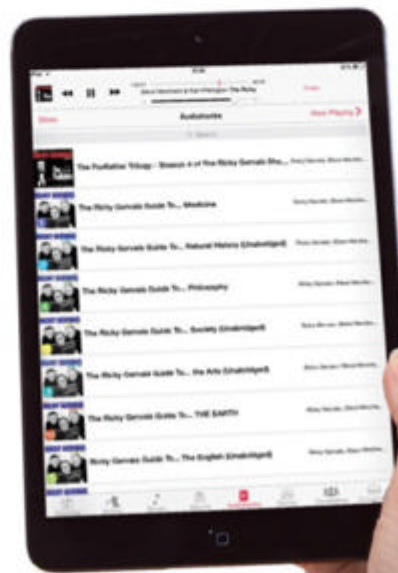
If you use many different devices to listen to music on then it is easy to keep everything in sync between them. To do so, you must first be signed into iCloud in Settings with your Apple ID, so go ahead and do that if you need to. If you have iTunes Match then be sure to turn it on in Settings>Music, as this automatically makes all tracks available on all iOS devices. Alternatively, in Settings>Music you can find the option for Home Sharing, which achieves a similar result. With these simple settings enabled, keeping your music synced and up to date is seamless, automatic and completely transparent – just what we want!



## Listen to audiobooks

Get your purchases played on iPad

If you buy an audiobook from the iTunes Store then a new Audiobooks category will appear at the bottom of the Music app. Tap this to view all your audiobooks in one place and tap one to start playing it. If you primarily make your iTunes purchases on another device then you can ensure they are beamed straight to your iPad by going to Settings>iTunes & App Store and turning the relevant sliders under Automatic Downloads to the On position. You can also use the Purchased section in the iTunes app and redownload previously purchased items at any time.



You can listen to audiobooks on your iPad with ease

“View all your audiobooks together in one place”

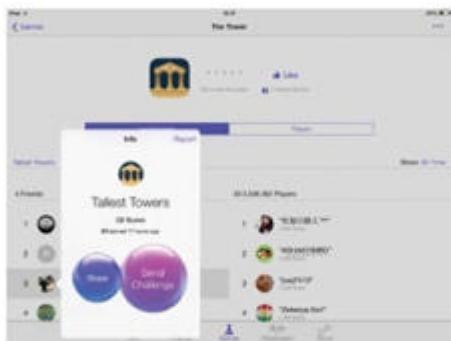




# Game Centre



Download games, challenge friends and set up your own account in the Game Centre app – which proves mobile gaming can be just as fun as consoles



## Challenge friends | Can your friends beat you?

Playing games is fun, of course, but it is much more entertaining when you include your friends – and any game that supports Game Centre enables you to set challenges for your chums. A challenge varies from game to game and most apps have multiple challenges as well, so it could be anything, like a high score, completing a level, beating a time and so on. Either press Games and select a game in the Game Centre app, or find the Game Centre option in the game in question and select the Achievements tab. This lists the various achievements that are possible to complete in the game and tapping one enables you to then challenge friends to perform it too. Tap the Challenge Friends option, select the friends you would like to challenge, enter a personal message and send it off. You will also receive challenges from your friends, asking you to beat their times and match their high scores.



Download and play more Game Centre games

## Download games

Get more games to play

A lot of games support Game Centre, but not all of them do. So if you are looking specifically for great Game Centre games that allow you to interact with your friends, set challenges etc, you can find them in the Game Centre app. Press the Games button at the bottom of the screen and you will see a short list of recommended games at the

top. Press 'Show More...' to expand the list and see many more top games available for you to download and play. There is an icon, title and rating for each one and tapping a game opens the achievements page. Tapping the Free App or price button will take you to the App Store, where you can download the game for free or buy it.



## Edit your user profile

Change your photo and status

Everyone has a profile in Game Centre and in addition to your user name, there is a photo or image and a status message. Both the photo and status can be changed at any time and you can let people know you are in the mood for some fun and games. Ask people to set challenges, set funny status messages or be serious, it's your choice. Press Me at the bottom of the screen and then tap either the photo or the status message to change them. The keyboard pops up when the status message is selected and when changing the image you can take a photo or choose one on the iPad.

Change your status and profile photo in Game Centre



# Camera



Access the camera through Control Centre, use burst mode to capture action shots, and improve the composition of your photos



## Take photos in burst mode

Avoid missing the action

Some subjects just won't keep still for a photograph, no matter what you try, and sometimes capturing good images of children and pets can be particularly challenging. Sports photography can be equally difficult and by the time you have taken a photo of something you may well have missed the action completely. For tricky occasions such as these, it's best to use the Camera app's built-in burst mode to get

better results. This feature makes the Camera take a continuous stream of photos, one after the other, in rapid succession. You can then look through your pictures and delete the unwanted ones afterwards, just keeping the best shots. To use burst mode, simply press and hold the shutter button in the Camera app just before the action takes place and then, when you want to stop shooting, just release the shutter button.

"Use the iPad's volume buttons to take photos"

## Use the volume buttons

Alternative controls for taking snaps

Reflections can make it difficult to see what is happening on the iPad screen on bright sunny days, which in turn makes it harder to take photos using the Camera app, and to see the on-screen buttons. Jabbing at the screen with a large digit can also shake the camera when you are taking a shot, which can lead to blurred images. Thankfully, the volume buttons can be used to take photos on the iPad instead, making it easier to hold the device steady with both hands, giving you a sharp, more accurate shot. The button click also gives you a satisfying tactile feedback. The overall effect makes using the iPad Camera app feel much more like using a traditional camera.



## Rule of thirds

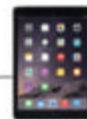
Compose using the grid

The rule of thirds is a trick for improving the composition of your photos. Images look better when placed one third or two thirds up, down, left or right. To get some help when composing

your images, go to Settings>Photos & Camera and turn on Grid. This overlays the camera image with a grid dividing the screen into thirds. You can then use this to position the subject in your photo.



You can hold your iPad steady when using the volume buttons



## Access from any screen

Switch to the camera from any app

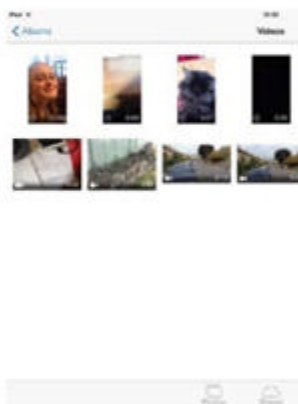
You never know when a photo opportunity might come up, and you could be browsing the web in Safari, using Notes or Reminders, or checking your Calendar appointments when something happens that you don't want to miss. How fast can you get to the Camera app? Fortunately, all you need to do is swipe and tap. Swipe up from the bottom of the iPad screen to display the Control Centre and among the buttons in the bottom right-hand corner you will find the Camera app. Just give the icon a tap and you are ready to take a photograph.

"All you need to do is swipe and tap to reach the camera"

## See the most recent photo

View the shots you have just taken

You carefully frame the photo and tap the shutter button to save the image, but how do you know whether the shot was a good one or not? If you are taking photos of people, they might be blinking just as the snap is taken and they could have their eyes closed. For this reason it is best to check that a photo is okay. If it isn't, you can then take another one. The Camera app shows a thumbnail image in the bottom-right corner of the screen of the last photograph taken. Simply tap it to view the last photo and tap Camera Roll to browse more of your photos.



## Record time lapse videos

Create animated photos that rock

Thanks to iOS 8, you can capture a beautiful sunset, a bustling street or a flower blooming with the new Time-lapse mode in Camera. Swipe the modes to select the Time-lapse option and then tap it to start recording. All the hard work is done for you, snapping photos at dynamically selected intervals. The result is a video showing an accelerated sequence of the photos over time – just set up your device and shoot what you want. If you are capturing something that takes place over time then you will need to set your iPad up in position and then you can leave it pointing at the subject and snapping away at certain points to create a stunning, animated work of art.



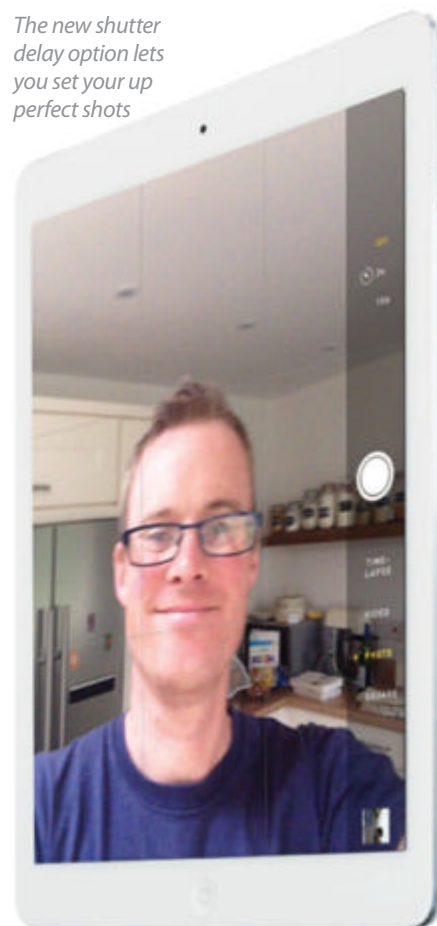
"Create a stunning work of art"

## Using the new shutter delay function

Set the timer and get in shot

One of the new features of the iOS 8 Camera app is the shutter delay button, which gives you a few seconds to frame your picture before getting in shot. When launching the Camera app in iOS 8 you will see a timer icon to the side of the screen. Tap this and you can choose between a three and ten-second delay, meaning you can set up your perfect shot and have plenty of time to jump into the frame and pose before the device takes the photo. There is also a new Time-Lapse mode where you can snap photos at dynamically selected intervals. The result is a video showing an accelerated sequence of the photos over time. Just hit the Record button and let the camera record as long as you want for some truly breathtaking effects. With iOS 8, the Camera app is taken to new and exciting levels of performance.

The new shutter delay option lets you set your up perfect shots



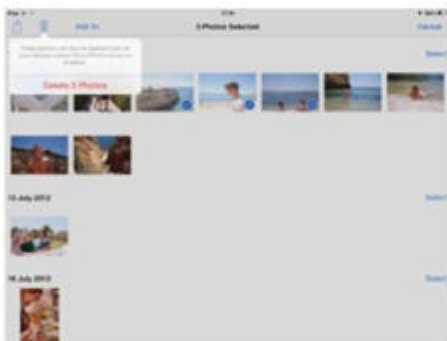




# Photos



Master the Photos app and discover how to resize and email your images, view them as a slideshow or delete them

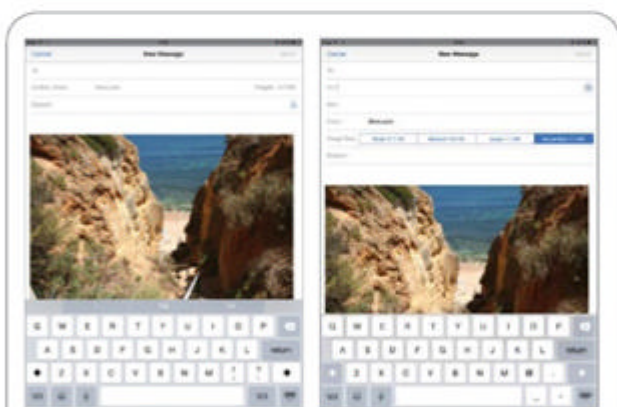


## Delete images | Select and erase many photos

Professional photographers always shoot many photos, taking dozens on any shoot and then select only the best of the batch to show off. This is a great tip for improving your snapshots and there is no reason not to shoot as many as you can when you're out with the camera. Afterwards you can go through the images you've taken, selecting the ones you don't need and deleting them to leave only the finest.

After taking many photos, open the Photos app, select the Photos category at the bottom of the screen and then tap the Select button in the top-right corner of the screen. When you do this you will be able to tick the photos that you wish to delete. Select as many as you want and then tap on the trash can icon and a prompt will appear asking if you wish to delete the photos. Select the red option to confirm.

"Turn your best photos into a slideshow"



Reduce the size to send

## Shrink photos

Downsize your snaps

The iPad is capable of taking very high-resolution photographs and although they look amazing and are fun to share, your friends and relatives might not be so delighted to see many megabytes of images filling

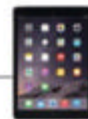
up their email inbox. When you add photos to an email, before hitting the Send button, tap on the size and then pick a smaller file size option from the selection. You can pick Small, Medium, Large or Actual Size.



## View images as a slideshow

See the best shots

You can select the best photos and turn them into a slideshow. This is a great way to view your photos, especially if you want to show them off. Tap on Albums and navigate to the photos you want to display then tap on the Slideshow option. A dropdown menu will allow you to choose the type of transition between images, the music that accompanies the slideshow and whether the slideshow will be displayed on the iPad or through Apple TV. When ready, tap on Start Slideshow and then sit back and enjoy. You can stop the slideshow by tapping on the screen. Once you start creating slideshows you'll find them a mesmerising way to show off your images to interested parties.



# Videos



Learn how to hide or show iCloud videos, share with others in your home and view your content on an Apple TV



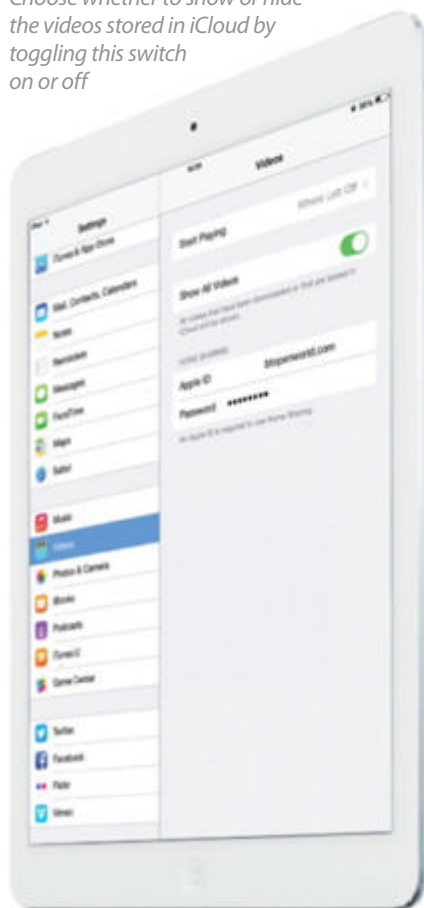
## Switch on Home Sharing

Let other iOS users access your videos

**Lots of families have more than one iOS device and parents and children may well have their own iPhones and iPads.** So it's nice to be able to store your videos in one place – probably a Mac or PC – and be able to share them to each device.

Sharing only works if you are all logged into the same Apple ID account, though. Open the Settings app from your iPad's Home screen and select Videos. If the device you're using is not logged in, tap Apple ID and Password, then enter your details. If a device is already logged into a different account, tap the Apple ID, log out and log into the one you want to share. Videos appear on all shared devices. Home Sharing is now enabled and you can begin watching other videos taken or stored on your family's range of devices.

Choose whether to show or hide the videos stored in iCloud by toggling this switch on or off

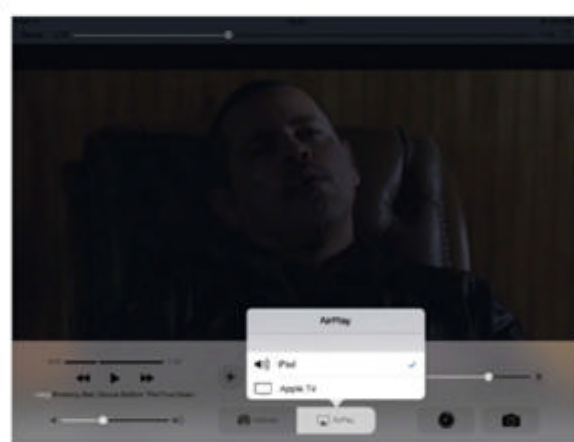


## Show/hide iCloud videos

Do you want to see iCloud items?

**Videos can be stored in two places – on the iPad itself or in your iCloud.** A video can be played from either location, but if it is stored in iCloud it is streamed over the internet and this might use your iPad's 3G/4G mobile data bandwidth (if you have a SIM installed) or the Wi-Fi may not be fast enough. Go to Settings, then Videos and when the switch is on, you can see all videos – but turn it off and iCloud videos will be hidden and you'll see only locally stored ones on your device.

“Stream video content from the iPad to a big-screen television”



## Watch videos on your big-screen television

Enjoy your iPad's content on a big screen

**You can watch content on your iPad whether you're at home or on the go.** The iPad's screen looks gorgeous, but it is small and if you are at home and have a large-screen television you'll have more fun watching videos on that instead. You can stream video content directly from the iPad to a big-screen

television if you have an Apple TV plugged into it. It takes just a couple of taps to switch the display from tablet to TV. Start a video playing and then swipe up from the bottom of the screen to access the Control Center. From there you can AirPlay and stream it to your Apple TV.



# Newsstand



Download newspaper and magazine apps to the Newsstand, subscribe so you'll never miss an issue, delete unwanted publications and set automatic downloading



## Read and browse | Interact with magazines

Newsstand magazines vary in their design and the way you interact with them, but there are two common styles. One is where the content is displayed like a custom webpage, with text, images and sometimes interactive sections like crosswords and other puzzles. There is often a menu button situated in the top-left corner, which opens a panel that provides access to the contents. The app might support swipes to open the contents panel or to move from one article to the next.

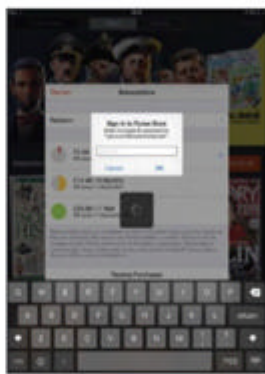
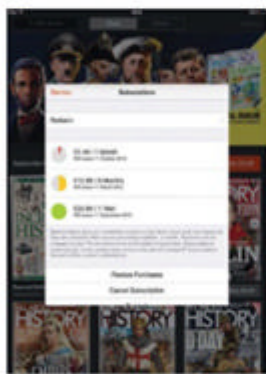
The other popular style is where you access digital versions of a print magazine. Swipe through the pages, pinch and spread to zoom in and out as you would a photo. Tap a page to display thumbnails and jump to any page.

“Display thumbnails and jump to any page”

## Automatic downloading

Choose manual or automatic downloads

After browsing the Newsstand store and adding digital versions of some of your favourite magazines, you might wonder how to get a new issue or ensure that you never miss future ones. Each Newsstand app has facilities for showing the latest issue, usually as a thumbnail, which can be downloaded manually. You often have to manually download the first edition immediately after subscribing and then you can set up automatic downloads for subsequent issues. Select the current issue and hit the download button, then go to the iPad's Home screen and tap Settings>General>Background App Refresh. If the publication supports automatic downloading, there will be an option to turn on Background App Refresh. If you have a SIM in your iPad then be aware that this may eat into your data plan, so it may be best to disable Background App Refresh and handle everything manually.



Never miss another issue

## Subscriptions

Subscribe to publications

There are some excellent publications in Newsstand and you can subscribe to your favourites so you never miss an issue. After adding a title to Newsstand, open it and look for the

subscription button or menu. There are often several options and some apps give free trials. You'll be prompted to select a subscription offer and enter your iTunes Store password to confirm it.



Magazines update through Background App Refresh



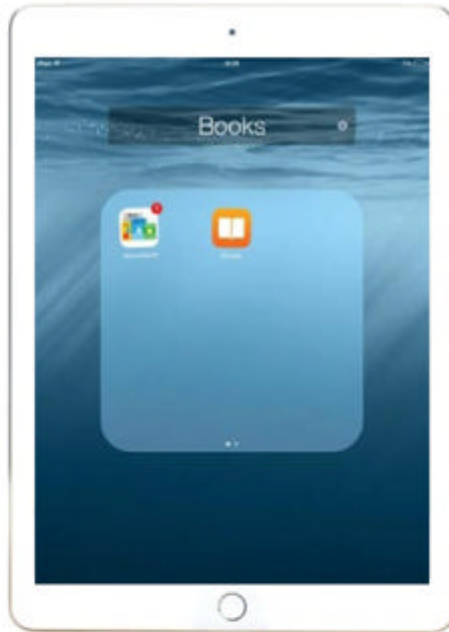


## Put it in a folder

Move Newsstand to a folder

The Home screen is only able to store 20 apps and it quickly fills up, so if you want to keep Newsstand and other apps on the Home screen you'll need to create a folder. This is straightforward in iOS, but if you have not created one before, it is not immediately obvious how to do it. You just need to long-press on an icon on the Home screen until they all start to wiggle. Press and drag the Newsstand app and drop it onto another app, such as Game Centre. This creates a folder which can then be named something obvious like 'Apple apps'. Long-press Newsstand and drag it out to undo this or drop it in a new folder.

"Creating folders is straightforward"



## Find and buy back issues

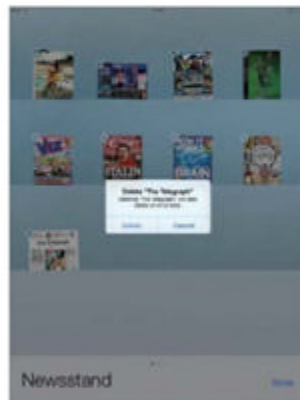
Catch up with missed issues

Once you have downloaded a Newsstand magazine or newspaper and have the current issue, you might want to catch up on some previous issues. Every app has its own way of providing access to back issues, so we cannot be specific about how to do this. Some apps provide a collection of thumbnail images of magazine covers on the Home screen, going from the latest to the oldest. Swipe up or across to browse the issues and tap one to go to the purchase or download options screen. Some apps have a Cover Flow type of display that lets you swipe through all the previous issues; others provide a menu on the left that is accessed by swiping to open the menu panel or by pressing the top-left button. Look around and explore the app.

## Clean up

Remove publications

There are lots of magazines available for Newsstand and it can be fascinating trying them. Each one is added to the Newsstand Home screen whether you actually buy an issue or subscribe, so it can soon fill up with publications. If you no longer want a magazine, you should first stop subscribing to it by going to the iTunes Store, selecting your Apple ID at the bottom, then going to Manage under Subscriptions. This prevents new issues being downloaded and any further charges. You can keep what you have, but if you no longer want the magazine, newspaper issues or the app, go to the Newsstand home screen where all the titles are shown. Long-press on a publication and then tap the 'x' icon to delete it.

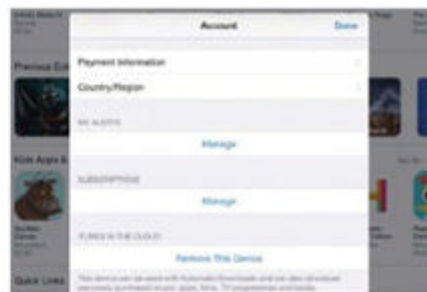


## Restore subscriptions you've deleted

Delete subscriptions and renew them

Go to the App Store, scroll down to the bottom of the screen and tap on your Apple ID. Tap on the View Apple ID option and then sign into the iTunes Store. Go to the Subscriptions section and press Manage. Your active subscriptions are then listed and tapping on one opens the relevant subscriptions page. You cannot cancel a current subscription, but you can stop it renewing by turning off Auto Renewal. You can also restore a lapsed magazine or newspaper subscription through these options in the app or by going to Subscriptions in the App Store and choosing a

new subscription offer. You can easily see the list of your expired subscriptions and sign up again should you wish to do so.



Publications offer several ways to access back issues

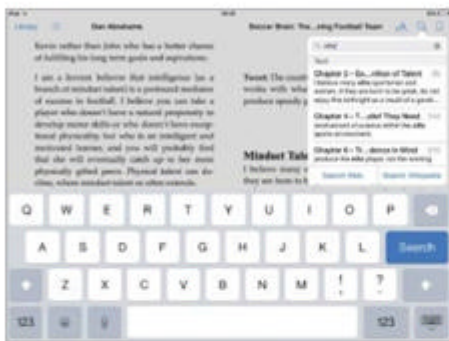




# iBooks



Carry a library of books with you that you can read anywhere. Add bookmarks, look up definitions, get free samples and even send books as gifts



## Search for text

Find any word anywhere

There may be occasions where you want to find where a particular word appears in a book.

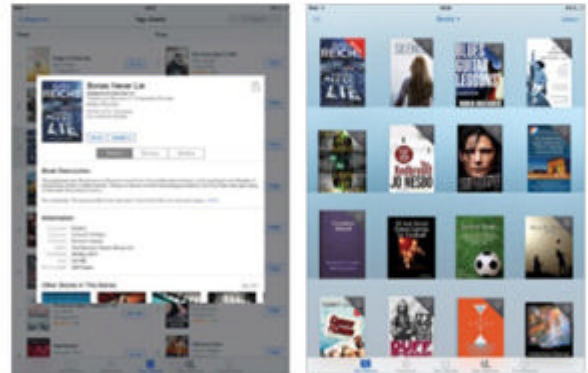
This situation would probably arise more often with study books, cookery books, reference works and the like, rather than novels you are reading for fun. You might be researching a subject, reading books associated with an iTunes U course, or using a reference book to find out about a certain topic. To search a book, all you need to do is tap the magnifying glass icon at the right side of the toolbar and enter a word or phrase into the search box. A drop-down menu will then appear, which lists every place the search term appears in the book. The listing will also show the chapter and page number, as well as the text surrounding the word or phrase. Another way to quickly search through books is to long-press on a specific word on the page and then tap Search in the toolbar that pops up.

## Skim through the pages

Using the slider to move around

The usual way to move from one page to the next or the previous one is to swipe left or right. A nice animation of the page turning is displayed on the screen, but it would be very tedious flipping each page in turn if you wanted to jump to another part of a long book. A cookery book with recipes is not read from start to finish, for example, and you'll browse it and look for something you like. In any book you can press and drag the slider at the bottom of the screen to move quickly through the pages. It displays title or chapter headings, making it easy to navigate the book.

*Drag the slider to jump to any section or chapter*



Not sure about a book? Read the free sample

## Get free samples

Try it before you buy it

**You can't judge a book by its cover and so you won't know whether you will enjoy it without opening it and reading it.** At a real book store you'd be able to flick through a book and read a few paragraphs, but what about online book stores? Thankfully, you can do that in the iBooks Store too. Go to the Store

(by Tapping Featured) and when you find a book, press the Sample button on the book detail page. It will be downloaded and added to the Library just as if you had purchased it. Return to the My Books section and look for the book with a red Sample banner across the corner. You can then go ahead and read an extract.



## Gift an iBooks voucher

Send books as gifts

If you know someone who loves to read books and they have an iPhone or iPad, then why not send them a gift voucher to use in the iBooks Store?

If someone has a birthday or special occasion coming up soon, or you simply want to thank them for something they have done for you, then tap on Featured and scroll down to the bottom of the page. There are two buttons there: one

is to send a gift voucher and the other is to redeem one. Tap Send Gift and you can enter the person's email address and then select the amount that you would like the voucher to be for, such as £15, £20 or some other amount. There is even an option to set a specific date for the voucher to be sent, so it could be today, next week or next month when it is the recipient's birthday.



## Bookmark pages

Mark pages and remember them

Sometimes you want to remember a page in a book so that you can return to it at a later date. iBooks remembers the page last read, of course, but there are other reasons why you might want to bookmark a page. You might want to mark important pages in a book associated with iTunes U or some study course you are taking, favourite recipes or poems and so on. To bookmark a page, press the icon in the top-right corner so that it turns red. To see all the pages you have bookmarked, press the menu button in the toolbar and select the Bookmarks tab. Tap a bookmark to go there.

## Print out an iBook

Print copies of certain publications in iBooks

Certain items in iBooks can be printed to provide a hard copy in addition to the electronic form contained on the iPad. You won't find this facility in just any old book, however, and most titles purchased in the iBooks Store cannot be printed. In fact, they won't even show the print button or options to begin with. PDFs that you add to iBooks can often be printed, though, and some course materials that are downloaded using iTunes U can end up in iBooks and these can often be printed. If the book or PDF allows it, there will be a Share button in the toolbar at the top of the iPad screen. Press it and you will see both Email and Print options. Printing from iBooks is the same as printing from other apps and any AirPrint-enabled printer can be used. If your printer isn't automatically selected by default after tapping Print, then just tap Select Printer. There are options to print all the pages or, by tapping Range, to select the particular pages that you would like to print. You can also set the total number of copies.

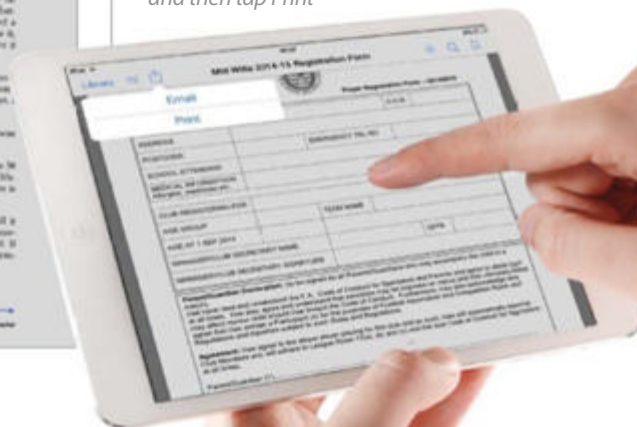
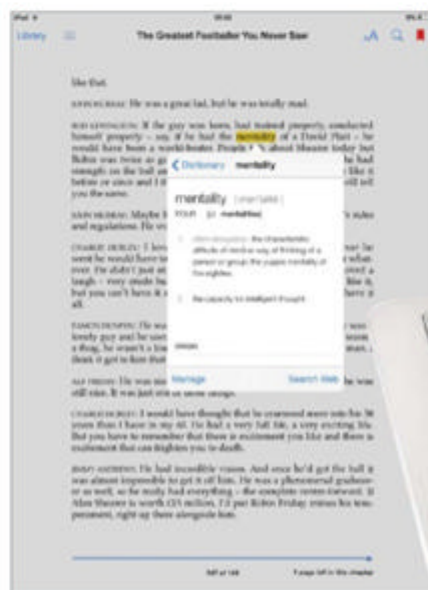
Tap the Share button and then tap Print

"PDFs that you add to iBooks can often be printed"

## Get word definitions

Manage your dictionaries

One of the great advantages of reading books in iBooks is that when you come across a word you don't know, you don't have to put your book down and go and find a dictionary. You can look up words and get definitions from within iBooks. It takes no time at all to get a definition and you can choose which dictionary you use. Long-press on a word and when the toolbar appears, tap on Define. It will say 'No definition found' the first time you do this and you must tap the Manage button and select one or more dictionaries to use. Once added, you can long-press on a word, tap Define and see the definition. If you add more than one dictionary, tap Dictionary at the top of the screen and you can select the dictionary you want to use, such as British or American.





# Tricks

Get more from your iPad to make life more efficient

- 60 Discover how to get the most out of Safari's new features  
Browse like a pro by familiarising yourself with the newest benefits of Safari

- 61 Get a Maps tour with Flyover  
Discover places around the world with this virtual tour hidden in the Maps app

- 62 How to use Pixelmator on your iPad  
Take your photos to the next level with this advanced editing software

- 64 Using Precision Clips Editor  
Make your cutting and editing more precise and more professional

- 66 Voiceover and sound effects  
Bring a touch of Hollywood to your projects with voiceovers and effects

- 68 Turn your iPad into a DJ booth  
Use the power of apps to create and record your own DJ sets

- 70 Create beats using GarageBand's Smart Drums  
Forge your own percussive patterns

- 72 Use templates in Pages  
Making professional documents in Pages has never been easier

- 74 Design a newsletter in Pages  
Create a newsletter template with customised images and text



80 Learn to read the night sky with Star Walk Kids

- 76 Document your life with words and images

Tell and share your story with Storehouse

- 78 Use AroundMe to find things to do nearby

Explore your surroundings in AroundMe

- 80 Explore the solar system

Help kids understand and learn what wonders lie in our solar system

- 82 Control your Mac using your iPad

Access your Mac remotely and perform key tasks from afar with the Air Login app

- 84 Manage time with a project tracker

Create a Gantt chart using a table, a few formulas and a little creativity in Numbers

- 86 Use Magic Move for exciting animations

Animate your slides easily with the Magic Move tool in Keynote for iOS

- 88 Set up Family Sharing and connect your Apple devices

Simplify and share your purchases with the whole family, across devices

- 90 Listen to your favourite podcasts

Download and manage your podcasts in the Instacast app



“Keynote is a brilliant app when it comes to animations and transitions – and best of all, it comes completely free”

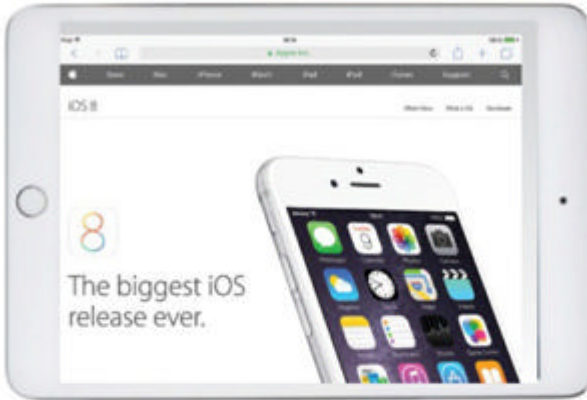


74 Create and share a picture journal in Storehouse



# Use Safari's new features on iPad

App used: [Safari](#) Price: [Free](#)



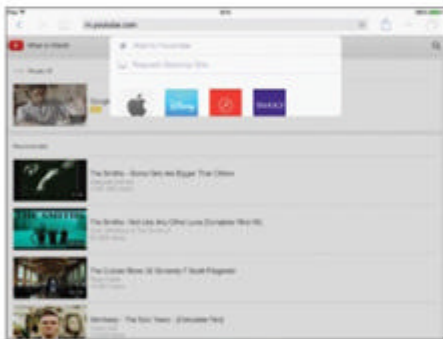
Discover some key feature updates to Apple's tablet web browser



For the many third-party apps available to iPad and iPhones, most of your more essential ones are already within iOS, and you can use it for all its primary purposes straight out of the box. When it comes to web browsing, Apple's own Safari remains most dependable, offering an experience optimised for your chosen device. The latest version in iOS 8 adds some subtle new features and enhancements that can make a huge difference to your online experience. Whether it's the fresh full-screen mode, sidebar, private modes, tab views, desktop request option or the credit card-scanning facility – there's something exciting for all users to try. In this quick-look guide we uncover a few of Safari iOS 8's prominent new features for the iPad. They may apply to iPhone's running iOS 8 as well, but they will inevitably look and perform differently.

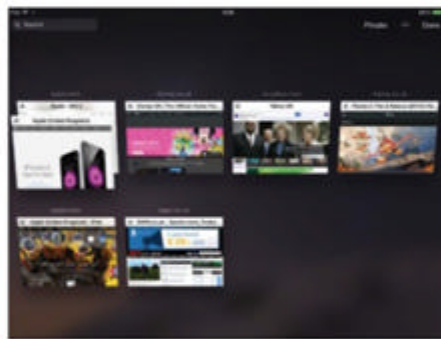
Safari

Use Safari's new features on iPad



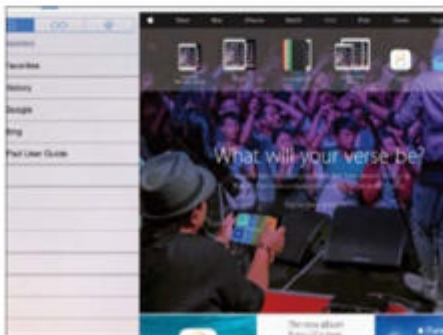
## 1: Request Desktop Site

If you prefer to view the non-mobile version of a site, tap Safari's URL bar and pull down to reveal Request Desktop Site. Tap this to reload.



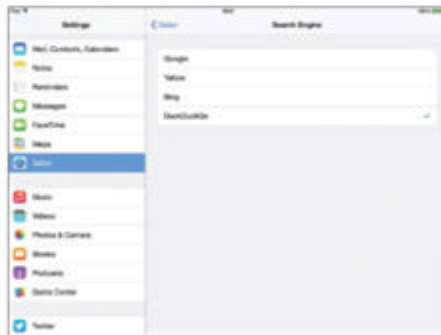
## 2: iPad tabbed view

Tab view in iOS 8 stacks tabs and groups them by site. Private mode is toggled here, shared tabs on other devices are itemised below.



## 3: Revised sidebar

A new pop-out sidebar for iPad provides seamless access to bookmarks, reading list, etc. Tap the bookmark button left of the search bar.

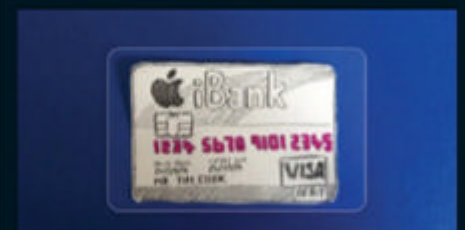


## 4: Private browsing options

Safari's Private mode now applies to separate open tabs. The private search engine DuckDuckGo is now also available in Settings.

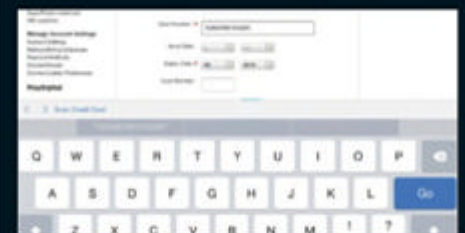
## Scan Credit Card

Safari iOS 8 enables you to scan your credit card to retrieve the information on them and automatically fill payment details when making online purchases.



## 1: Money shots

Tap 'Scan Credit Card' above the keyboard when entering a card number into a payment form to use the camera to scan your card.



## 2: Numbers game

Safari uses recognition technology to process data and fill relevant fields such as card number and cardholder name – remaining editable.





# Take a flyover city tour

App used: [Maps](#) Price: [Free](#)

Get up close and personal with your destinations

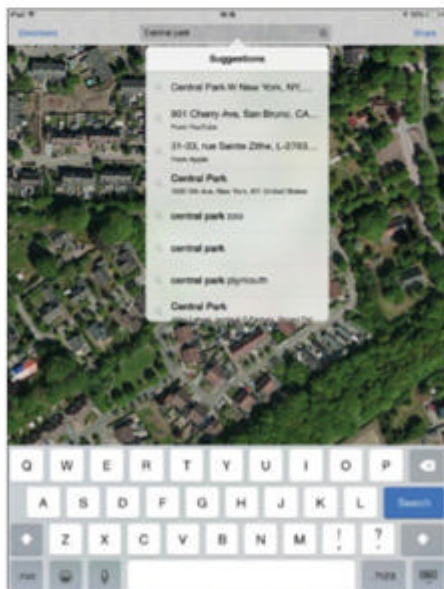


Maps was one of the apps that didn't receive much love in either iOS 8 or OS 10.10, and many people still prefer the third party Google Maps app. Apple is hoping to change this with the newly added Flyover Tour mode. While the mode was a lonely addition, but nevertheless, one we've enjoyed playing around with since its inception in the early software betas. This is Apple's chance to take you on a guided aerial tour of a popular landmark and its surroundings or a fly-by view of a city. It'll certainly give you a brief spatial idea of where you're heading to – much like Google's Street View currently does, albeit on a much larger scale, and in full 3D. You can also learn things about your planned destination during the tour, both through the added audio or the text at the bottom of the screen.

More and more places are being added to Flyover Tour, but there are still less than 100 at the last time of counting, but don't expect your home village to be added soon, as Apple seems to be focusing mostly on landmarks and popular tourist destinations. It's an eclectic mix (you can access it from Apple's Support pages here: [bit.ly/1rUS1pn](http://bit.ly/1rUS1pn)), from New York to Stonehenge to little-known Linköping in Sweden, the home of C3 Technologies, the company whose technology Apple paid for Flyover years ago. In this brief tutorial we're going to show you how to search for and use the feature. Soon you'll be visiting New York right from your comfy spot on the sofa. Time to grab your iPad and go on a journey...



## Maps Take a flyover city tour



### 1: Search

Type your destination into the search bar at the top. Click on the appropriate choice. Remember Flyover Tour mode isn't that widespread yet.



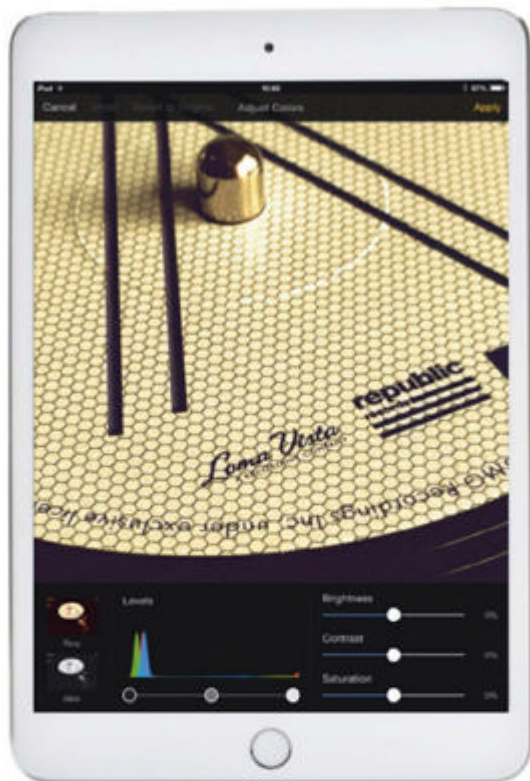
### 2: Flyover mode

Your choice loads up on a map. Hit the name of the city for extra details, and find the Flyover Tour, which is only available for selected places.



### 3: Personal guide

Your Flyover Tour will begin with a 360-degree guided aerial tour in 3D, taking you up close and personal with your landmark or city.



# Create and edit images with Pixelmator

App used: [Pixelmator](#) Price: £6.99

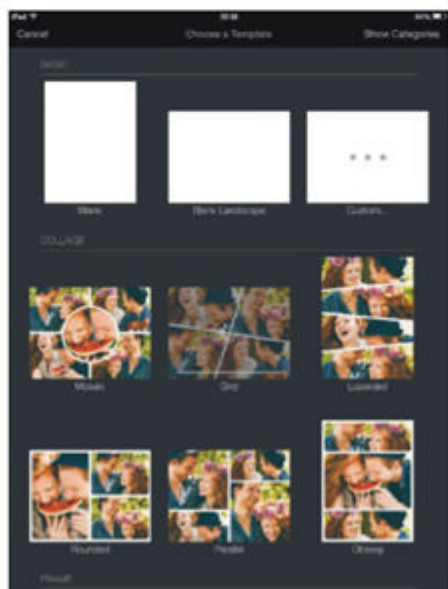
Pixelmator lets you improve and edit images in every way imaginable



The iPad's big screen is ideal for showing and storing photos, as well as editing them. However, with so many photo-editing apps available for the iPad, it's difficult to know which ones to try. Pixelmator, an app that has gained massive popularity as well as critical acclaim from experts, is well worth considering. This tutorial will show you the basics of what it can do, but you really are only limited by your imagination because the tools included are extremely powerful. Everything is laid out in a logical fashion and the interface is easy to use with only a small selection of features visible at once.

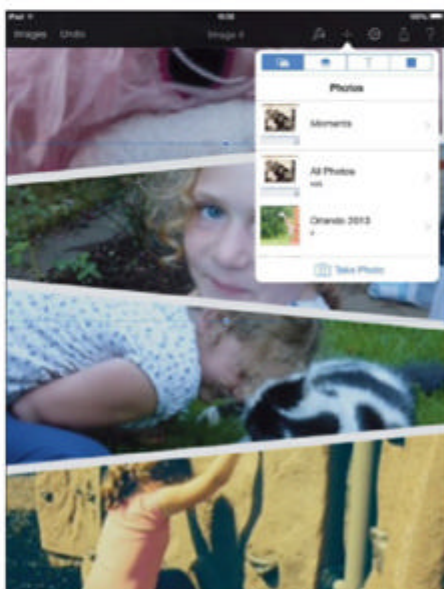
This, however, does not mean that the possibilities are limited, because you can add professional effect to your photos, adjust colours and light balance, repair errors or blemishes and even manipulate the size of the image or add a subtle frame. There is little that the app doesn't allow you to do, and it's all up to your own style and preferences. There is a lot of power behind the simplicity which is highlighted when you study your finished creations. Put in a little bit of time and you'll be stunned by how the software can transform a dull photo into something that you would happily hang on your wall. It's a perfect example of how carefully made software can work effectively on an iPad.

[Pixelmator](#) Create beautiful photos



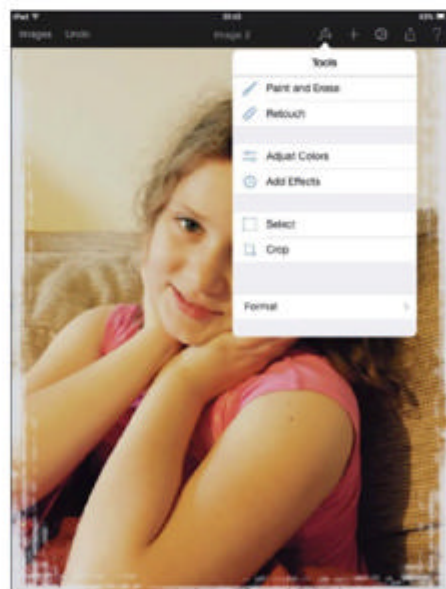
## 1: Working with templates

When you first open Pixelmator, you're presented with a template selection page. Select a design and simply add your photos.



## 2: Tap and replace

Within a multi-image template, tap the '+' icon on any image and select one of your own to replace it. Move it with your finger into position.



## 3: A single photo

From the main page, select 'Blank' and use the '+' icon at the top to use a new image. Tap the paintbrush and 'Adjust Colors' to make changes.





# Edit in Pixelmator

A simple and logical editing interface

## Create amazing effects

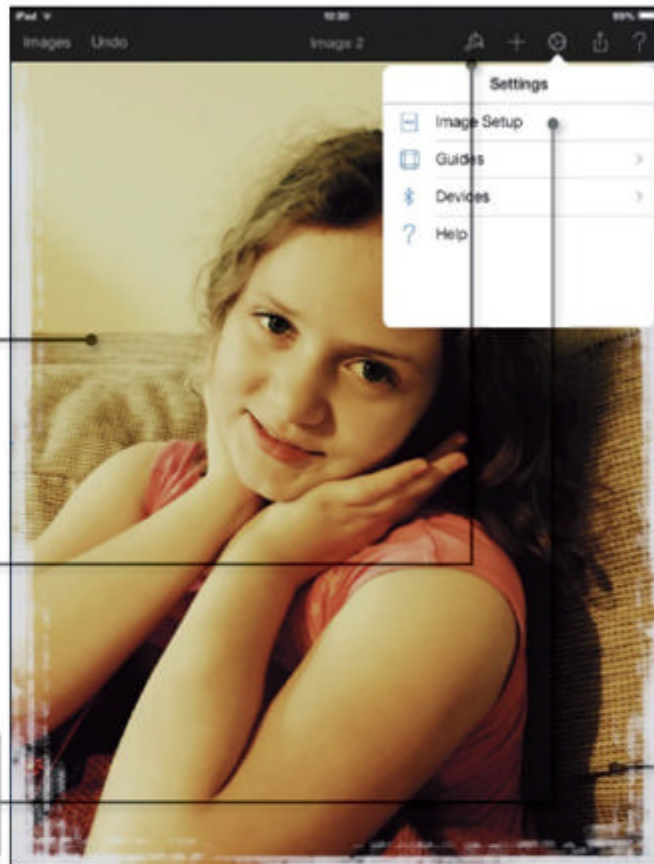
You will be amazed at how quickly you can create stunning images and effects. You do not need any editing knowledge or experience to use and benefit from Pixelmator

## The paintbrush

This icon holds all of the advanced editing tools that you can use to add different effects and make repairs to your images. The variety and power included here is definitely very impressive

## The entire image

You can also change the guides within an image and manipulate the sizing of any photo you work on. Complete control is available throughout the app interface



## Printing photos

If you wish to print your newly create artworks, you can do so straight from your iPad with the right printer. Find a printer that can connect to the same WiFi network as your iPad and is AirPrint-enabled (Apple's wireless printing system), which is most popular printer brands on the market now. You can print pictures straight from your Photos app, where your Pixelmator masterpieces are saved.

## Frames and filters

Subtle framing is available for your photos and you can take advantage of professionally created filters and then adjust each for the perfect result. The number of editing adjustments available is endless



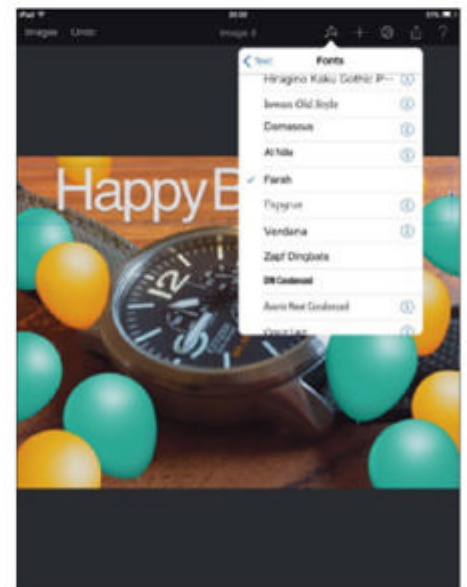
## 4: Adjust the colours

At the bottom of the screen you will see a series of adjustment tools. Move the sliders until your happy with the overall look of the image.



## 5: Repair specific areas

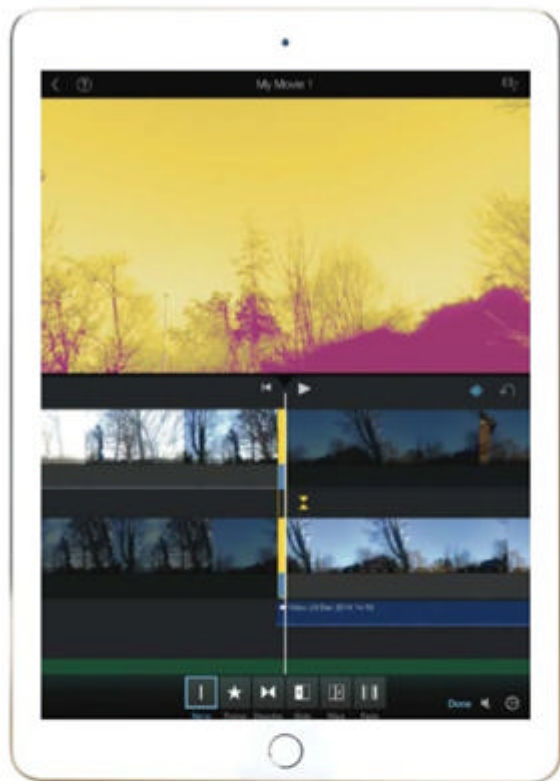
Tap the paintbrush and select 'Retouch'. Choose 'Repair' and slide your finger over the area that needs fixing to correct any blemishes.



## 6: Have some fun

Amongst the templates are some pre-made cards where you can add you own photo and text for a highly personalised greeting.





# Using the iMovie Precision Clips Editor

App used: [iMovie](#) Price: [Free](#)

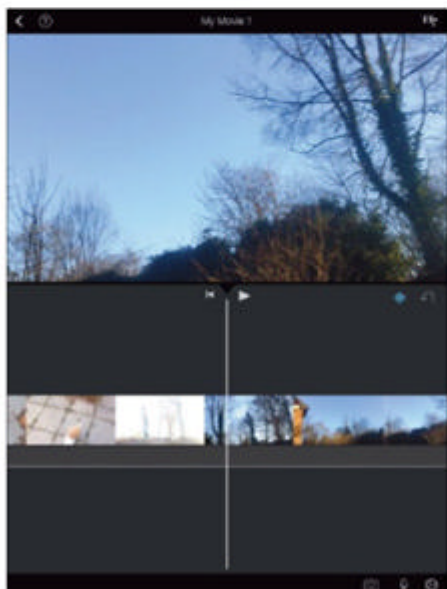
Manage video clips frame by frame in iMovie



iMovie has been primarily designed to help iPad users create movie projects in a simple and straightforward way, and it certainly succeeds in this aim. The emphasis on touch controls works beautifully and most of the features are obvious in their implementation and easy to understand. However, you can also precisely edit any video clip using the precision editor which lets you add effects, speed up and slow down sections of a clip and even make changes on a frame by frame basis.

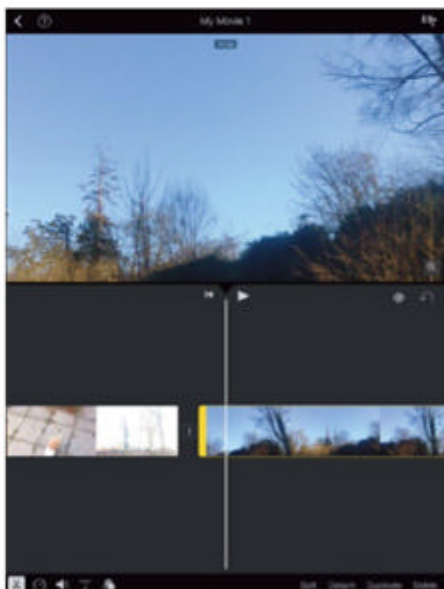
In this tutorial, we will show you how to get started with precision editing and enhance your movie projects. What you should keep in mind during this tutorial is that iMovie is unique in the way it has been built which allows for a personal style in the way you use it. The skills and techniques in this tutorial can be used in any way you prefer. The touch-centric nature of the mechanics leaves you open to interact with the software in a way that works for you and your preferred way of working, so we'll try not to guide you too much. The best way to understand how precision editing works is to load up a video, double-tap the clip and experiment with the various options. Use a tester clip for some invaluable experience for your main projects.

## Precision Clips Editor Making small edits



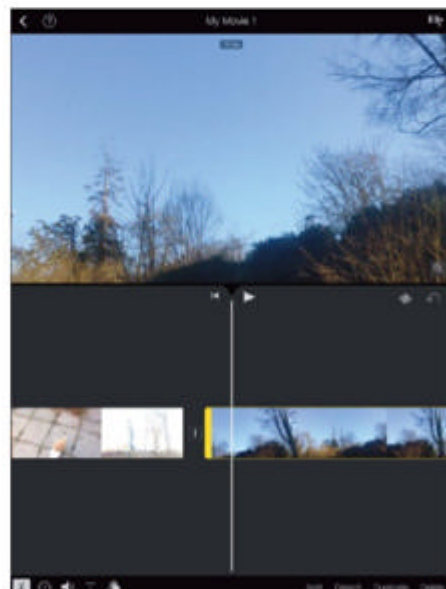
### 1: The basic editing screen

When you select a video clip, you see a white line which stays static as you scroll through. This is designed purely for navigating the clip.



### 2: Lose the sound

Tap the blue waveform icon above the video editor panel. This will remove the extra blocks below the timeline to simplify the interface.



### 3: The double-tap

Double tap part of the video clip and a yellow surround appears. Tap the scissors icon at the bottom and choose an option bottom-right.



## A touch-centric interface

View your precise edits in real-time

### Slide and tap

As you move your finger along the main editor strip, you can adjust each frame with precision. It can be fiddly, but practice will make your editing more professional

### Transitions and breaks

There are a few selected visual elements that have to be tapped and held to perform editing tasks. It won't take long to learn them as they all make sense

### Real-time visuals

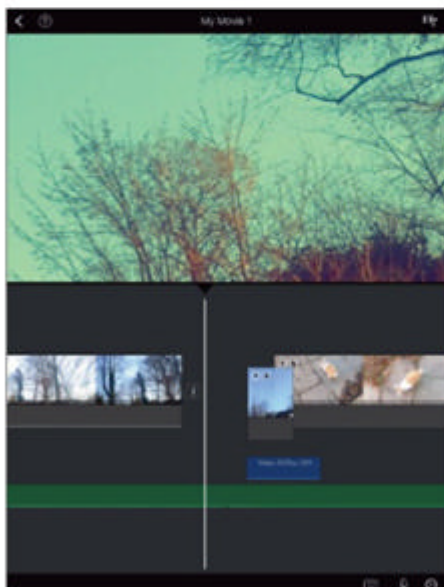
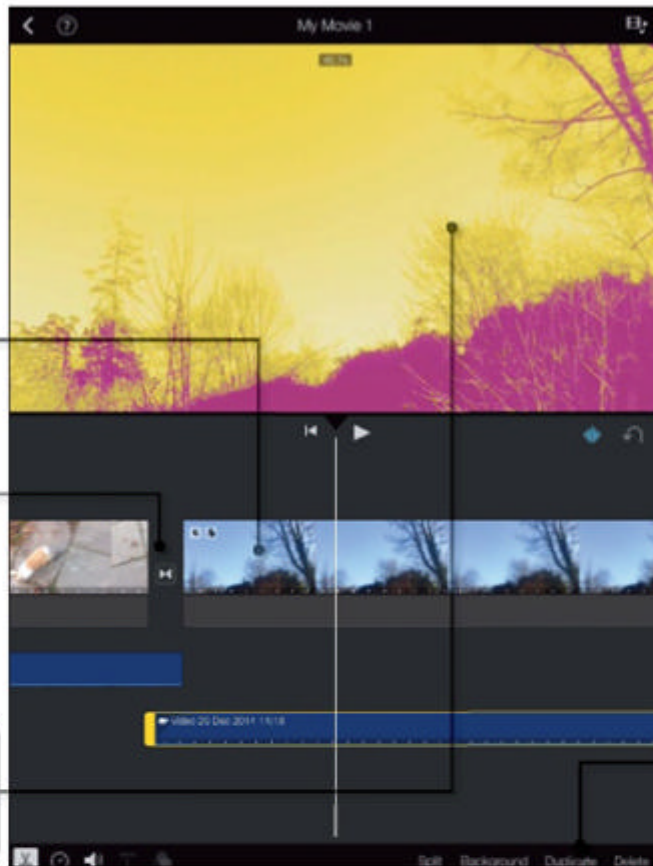
You can see exactly what effect your edits are having on the video clip while you make them. The ability to zoom in deeply is built in to the editor

## Go professional

Your iPad can be a vital tool in your filmmaking aspirations. Even if you've outgrown iMovie and have moved on to more advanced software such as Final Cut Pro for the Mac, you can use your iPad as a clapper board, shot log, digital slate, and shot notepad with MovieSlate. At £22.99, it's a pricy app, but it's still a cheaper, more versatile, and more portable version of the real thing.

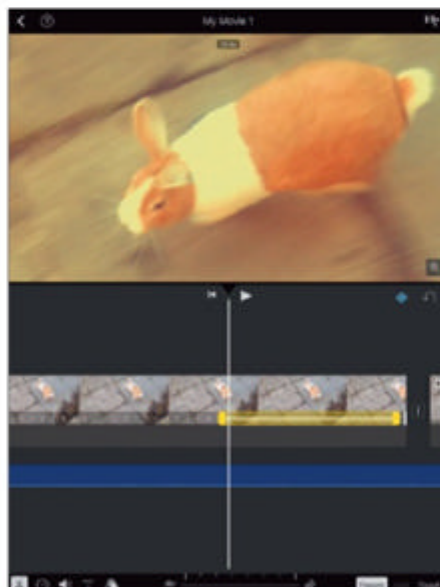
### One-tap changes

You can make wholesale changes to a selected portion of a clip, but be sure that you know what each option does before making decisions. Manual editing will usually produce better results



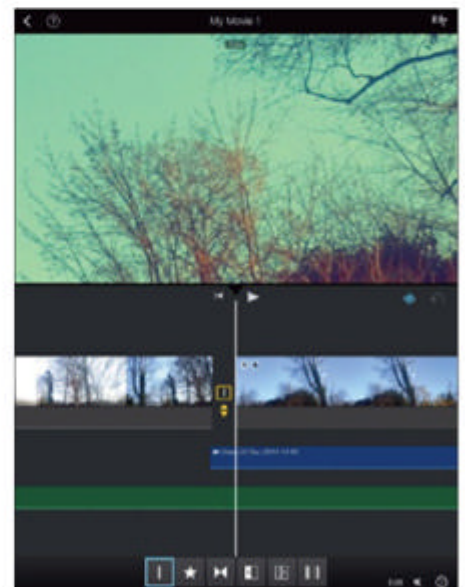
### 4: Splitting clips

Tap the 'Split' option to cut video. You can now scroll through with precision, using your finger for fine adjustments on a frame by frame basis.



### 5: Manage the speed

Tap the bottom clock-style icon to change the speed for the selected video. Take your time, because the results can be very impressive.



### 6: Attach video clips

Double-tap the small 'I' icon inbetween clips for a transition style. Also use this tool to decide where a clip ends and where the next starts.



# Voiceover and sound effects in iMovie

App used: [iMovie](#) Price: [Free](#)

Bring a touch of Hollywood to your projects with epic voiceovers and cool sound effects

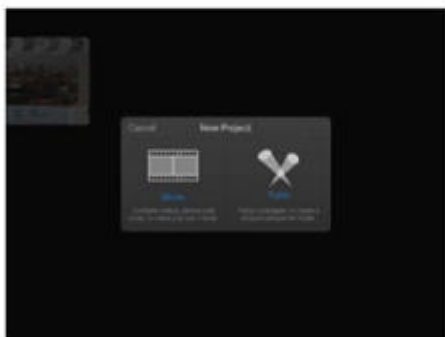


**Making your own movies using just your iPad is great.** But how much greater would they be if you could enhance them by adding your own sounds? Using iMovie for the iPad, you can do just that.

We're going to take a look at creating the two most common uses of audio – voiceovers and sound effects. Voiceovers are the perfect addition to documentary-style movies and movie trailers, and the great news is that you can create your own using the built-in mic on your iPad, giving your movie project a professional edge to really make it stand out from the crowd. The biggest budget Hollywood movies are famed for their use of sound effects – why not add a touch of Hollywood to your iMovie project by adding some cool sound effects? It's easier than you might think, as this tutorial demonstrates.

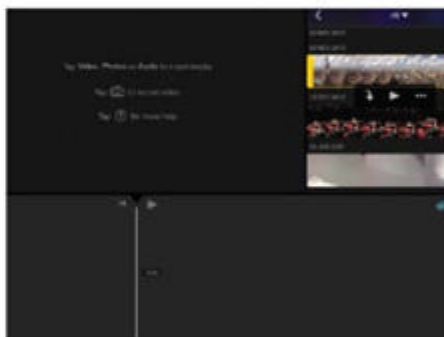


## iMovie Add sounds to your movie



### 1: Create a movie

Launch the iMovie app and tap Projects. Double-tap on an existing project to launch it, or alternatively, create a new project by tapping on the '+' icon in the top-right of the interface.



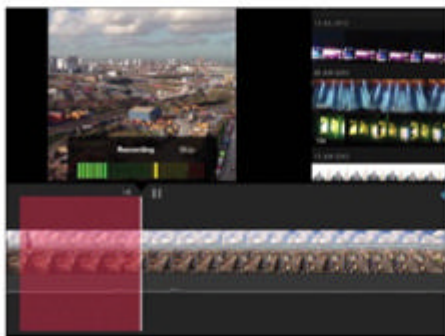
### 2: Add some video

Tap Video in the top right-hand corner and double-tap on a clip to add it to your movie. Position your clip in the timeline by pressing on the clip and dragging it to its desired location.



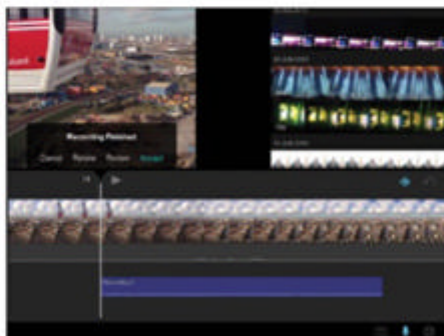
### 3: Add voiceover

Swipe left and right over your video clips so that the playhead (the white vertical line) is positioned over the precise point in the project where you would like your voiceover to begin.



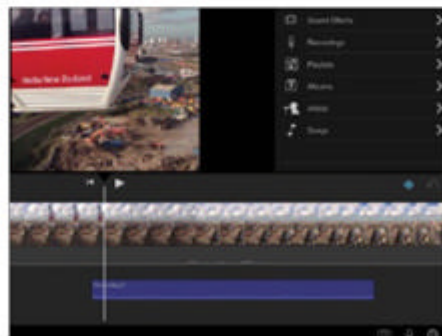
### 4: Record voiceover

Next, tap the Microphone icon in the bottom-right. A recording pop-up box will appear. Tap Record and, after the countdown, begin speaking. A red box appears when recording.



### 5: Play it back

When you've finished, tap Stop. Play back your recording by tapping Review. If you want to re-record, tap Retake. If you want to add the audio recording to your project, tap Accept.



### 6: Add a sound effect

To add sound effects to your project, tap the Audio option in the top right-hand corner of the interface. From the pop-out menu that appears, tap on Sound Effects.





# Edit audio on your iPad

A look at some useful audio editing tools

## Fade

Create a fade-out for your audio – perfect for a professional finish. Tap the audio and tap Fade. Drag the triangle icon that appears to the location in the audio where the fade out should begin

## Volume

To adjust the output volume of the audio you've recorded or inserted into your project, tap the audio file. Drag the Volume slider to the left to decrease the volume or to the right to increase it

## Split

Use the Split tool to cut up your audio and move it to different places. Tap to select the audio and move the playhead to the split location. Tap the cog icon and tap Split

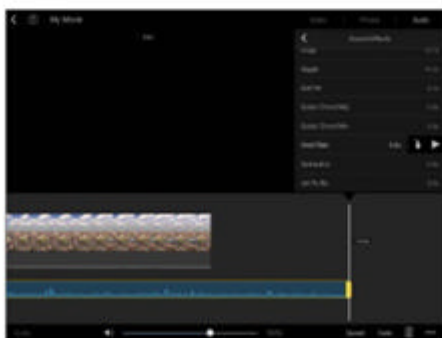


## Theme music

In addition to recording a voiceover and adding sound effects to your movie project, you can also insert music tracks from the iPod on your iPad or theme music that is available directly in iMovie. To do this, tap Audio and choose Songs to browse the iPod app or tap Theme Music to browse the free theme music on offer.

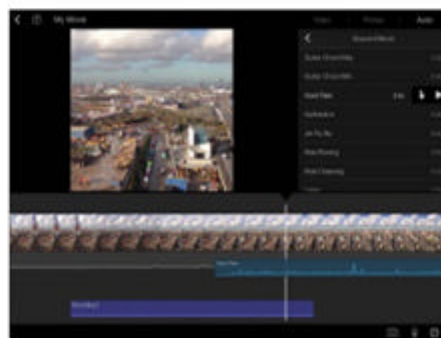
## Speed

Speed up or slow down the audio in your project. Select the audio and tap Speed. Drag the slider towards the tortoise icon to slow things down, or towards the hare to speed things up



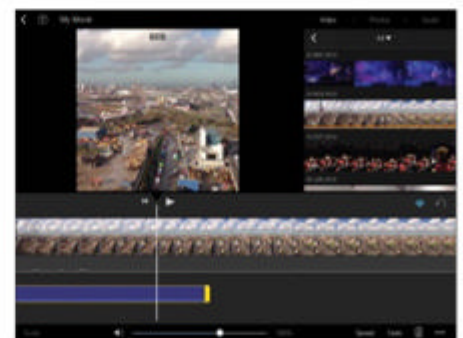
### 7: Preview sound effect

A list of sound effects will appear. Single tap on an effect and then tap the Play icon to preview the sound effect. Once you've found a sound effect that you like, click the arrow icon.



### 8: Move sound effect

The sound effect will be inserted wherever the white playhead is positioned. To move it, simply single-tap on the sound effect in the Timeline and then press and drag it to its new location.



### 9: Edit your sound effect

Single tap the sound effect. A yellow box will appear around it. Press and drag either of the left or right edges inwards to trim it, or outwards to extend its length.



# Turn your iPad into a DJ booth

Use the power of apps to create and record your own DJ sets to take on the road with you



Apps for DJs have been around for quite a while on iPad, but the both the software and the hardware are advancing at such a rate that it is now phenomenal what you can do with some of the more recent releases – like Cross DJ HD, for example. You can get instant gratification from picking tracks, mixing them together and virtually scratching the discs, but delve deeper and you can also have great fun looping sections and playing around with different filters and effects to put your own personal stamp on a particular track. Once you have mastered the basics, you can record your best sets and take them on the road with you, or upload them to the SoundCloud social media service for people to listen to and admire. There is much more to this versatile music-making app as well, but we'll guide you through the basics to get you up and running right here.

App used: [Cross DJ HD – Mix your music](#) Price: £2.49/\$4.99



## Cross DJ HD

## How to mix your music



### 1: Queue the music

Start off by tapping on one of the turntables, after which all of the music contained on your iPad will be listed. Choose a track and then do the same with the other turntable.



### 2: Start playing

With both tracks selected you can have fun getting used to the basic controls such as fading between the two tracks (via the central slider) and scratching.



### 3: Loop segments

Tap on the loop icon in the top corner and start experimenting with looping sections. Tap the arrows to increase the size of the loop and tap the number to exit the loop.



### 4: Sync tracks

The good thing about this app is that it can sync tracks so that the tempos match (which may involve slowing down or speeding up one of the tracks). Tap the Sync button to do this.



### 5: Add effects

Tap the FX button, then the list icon to pick an effect to apply. The turntable window then acts as an X and Y pad to slide your finger across. Tap the arrow to lock the effect to the track.



### 6: Add samples

Tap the icon above the fader to bring up the samples. There are many lists to choose from and they present pads you can hit to trigger the sample. You can even create custom sounds.



# Your mobile DJ booth

Effortlessly mix and broadcast great music

## Tools

Tap on Tools and you will find the options needed to record your set and export it to social media. You can also Automix tracks and access the app's main settings

## Effects

There is a wide range of cool effects to add to the tracks. Tap the FX button and experiment with the various tools available, then use the X and Y pad to introduce them in real-time

## Fader

Use this slider to flick from one track to the next. You can also control the speed of each track using the sliders on the outer edges and the volume of each track via the middle sliders

## Turntables

Tap a turntable to select a track from your library. When playing a track you can also press and hold on the spinning disc and 'scratch' it by sliding your finger backwards and forwards

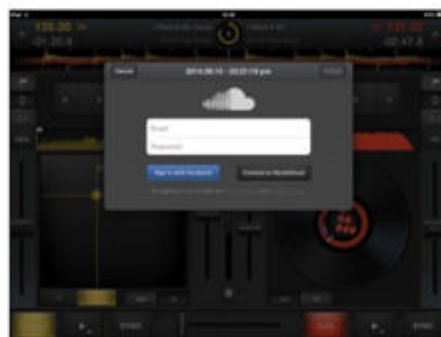
## Cloud music

When you are initially choosing tracks to populate the in-app turntables of Cross DJ HD, the app won't display songs from the cloud as you cannot play them. To play a song from your iCloud you must first download it in the Music app by tapping the cloud icon. Once it has downloaded it will be selectable within the Cross DJ HD app.



## 7: Record a set

In the central column, tap on Tools and here you will find the Record option. Use this to tape your set and then hit the list icon next to the Record option to view your recordings.



## 8: Export your sets

Tap on the arrow next to a recording and you will be able to listen to it and edit it. When you are happy with it, hit the Share icon to export your recording to the SoundCloud service.



## 9: Try Automix

If you like, you can have the app do all the hard work for you by tapping Automix and picking tracks to mix together. The app will optimise the settings to get them sounding great.





# Create beats using GarageBand's Smart Drums

Forge your own percussive patterns

App used: [GarageBand](#) Price: [Free](#)



**A steady rhythm section is ideal for stirring new musical ideas.** However, many GarageBand fans have often felt constrained in this department. Previously we've relied on pre-packaged loops, which although great, can soon feel unoriginal and recognisable. While there's nothing wrong with that, we longed for something different.

Luckily new features have arrived to assist here, including Smart Drums. This intelligent Touch Instrument simplifies the beat layering process for iPad, generating intricate drum tracks rapidly. Within just a few simple gestures you'll have usable custom loops ready to use in your projects. So fire up GarageBand and follow our straightforward nine-step tutorial to get started.

"Within just a few simple gestures you'll have usable custom loops"

## Get kitted out

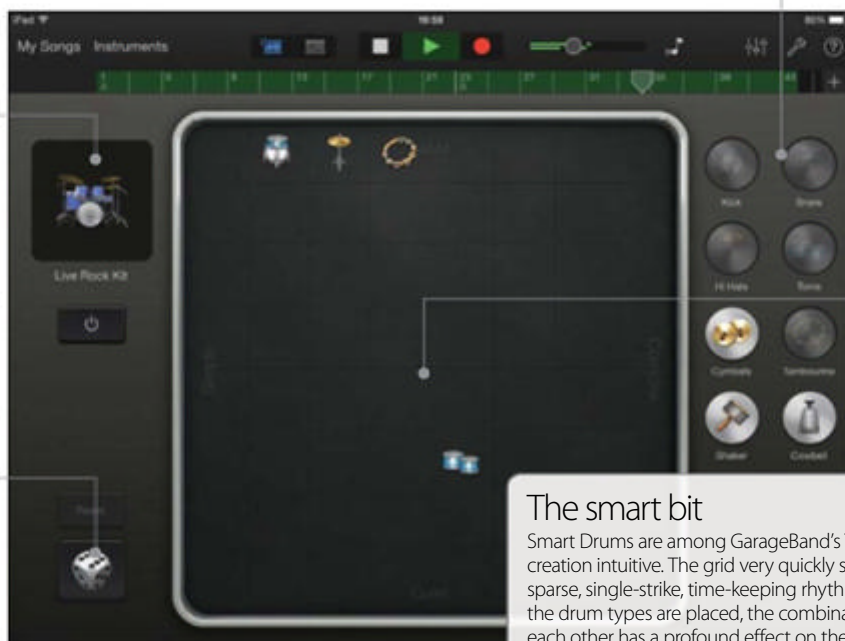
Bash your way around GarageBand's Smart Drums

### Drum selector

Tap or swipe this pad to access the available drum collection presets in GarageBand. Drum Machine selections include Classic, Hip Hop and House, alongside traditional acoustic kits of Classic Studio, Vintage Kit and Live Rock Kit varieties

### Feeling lucky?

If you need a kick-start with your rhythmic ideas, tap the dice button in the lower-left corner. This places a random selection of drums on the grid, while the reset button clears the deck



### Drum icons

Based on the chosen kit type, you'll see a menu of drum icons representing the major sounds like snare and hi-hat. Simply drag each one into a grid square or tap to preview

### Groove grid

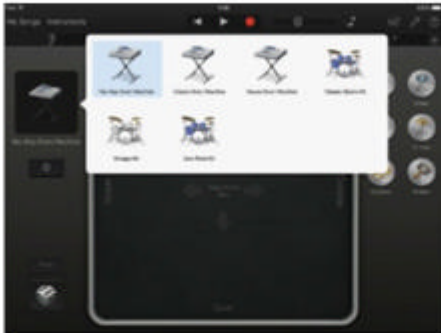
This is where you stack your drum sounds, dragging the icons into position. The grid has an x/y axis for defining pattern complexity and beat volume – ranging from soft single strikes to booming triplets

### The smart bit

Smart Drums are among GarageBand's Touch Instruments and make beat creation intuitive. The grid very quickly simplifies the process of composing sparse, single-strike, time-keeping rhythms or more complex fills. Where the drum types are placed, the combinations you use and their relation to each other has a profound effect on the overall result.



## GarageBand Create beats using the Smart Drums



### 1: Picking a kit

Select Smart Drums from GarageBand's main carousel. Here you'll find a gridded workspace, blank by default. Begin by tapping the button on the left, then Classic Studio Kit.



### 2: Adding drums

You begin creating beats by dragging the drum icons onto the grid to form a groove. As soon as you add a drum to any available square, the looped preview begins playing.



### 3: Deeper grooves

You form beat patterns by adding multiple drums onto the grid. Each part is made more intricate by moving it left to right; or louder or quieter by being moved up or down.



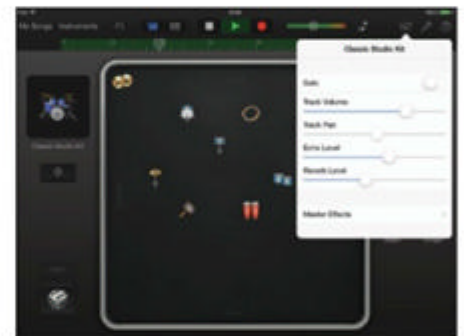
### 4: Filling the grid

Adding all the constituent drum parts at varying levels of complexity and volume creates fuller patterns. Drag icons back off should you wish to remove them from the grid.



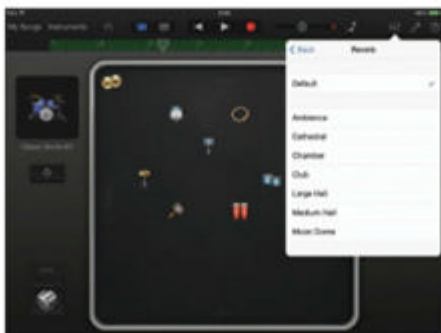
### 5: Recording the beat

With your chosen pattern in place, press the record transport button in the control bar situated above. Press record or stop once more to halt after the desired duration.



### 6: Mixer controls

The mixer button, situated top-right, opens controls for the new track. Here you can solo if within a multi-track project, while varying volume, panning, echo or reverb.



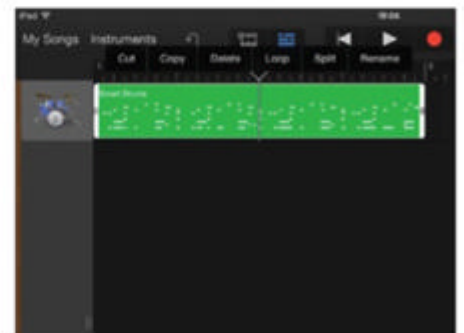
### 7: Master Effects

Click through to the Master Effects menu from the mixer controls. Here you can set the type of those applied effects, in this instance Reverb, from a checklist of presets.



### 8: Song Settings

The Song Settings (spanner) button offers access to metronome and key change options. You can also alter your beat's tempo here, using the tap pad or arrowed input box.



### 9: Get the right view

The two View buttons left of the transport controls toggle between the Smart Drums and your project Tracks view. From here you perform basic edits to the recorded region.



# Use templates in Pages

App used: Pages Price: £6.99

Templates can help you create professional looking documents in minutes

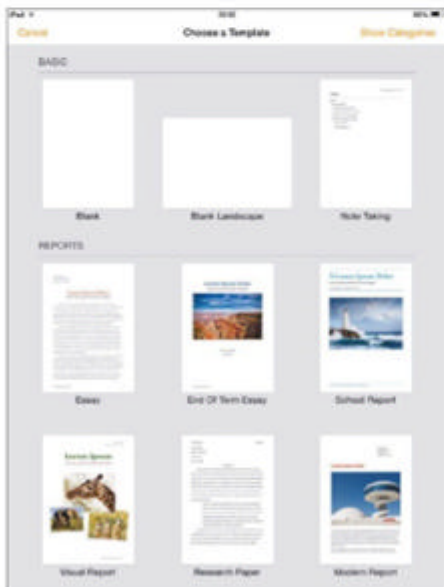


Apple has implemented the use of templates in Pages in an obvious and simple way which is easy to understand, and you can manipulate any of them in any way you like. They are broken down into categories so that you can quickly find a suitable one at which point it is yours to edit in any way that works for the document you want to create. Sample images include a small '4' icon that lets you simply choose a new image to replace it and you can do the same with blocks of text; highlight a paragraph, delete it and insert your own. The structure of the template remains in place, but with your content so that it looks like a personal creation with a professionally laid out structure.

In this tutorial, we will explain how to select and edit a Pages template, and how to edit them for your personal use. Remember that you can create your own templates at any time and save them for use in the future. You can make anything from your own flyers and posters to official documents you wish to reuse in a professional environment.

Everything about templates in Pages is understated, from the number included to the structures they use, and once you start using them you will work in a much more efficient manner.

## Pages Using templates



### 1: Setting up

Once Pages is installed, you will be presented with a selection of pre-made templates to work with. Each has a relevant description below.



### 2: Pick a template

Choose a template and it'll appear with all of the artefacts present. Images and text can be changed as you go through your document.



### 3: Remove some text

You can highlight text by holding your finger on the screen and then tapping the backspace key on the right. Now type in or paste the text.





# Perfectly curated templates

There is a Pages template available for every task

**Find and replace**  
No matter how detailed the template is that you choose, you can add and remove images and other objects as you need to. The process could not be simpler

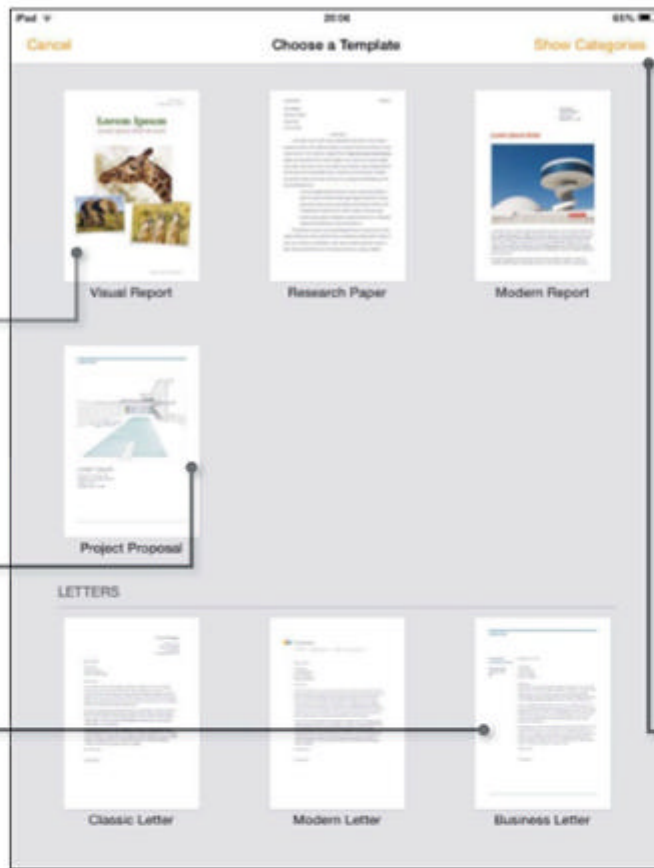
**Make your own**  
If you find yourself making the same changes to templates over and over again, you can save them at a particular point and effectively create your own personalised templates

**Be professional**  
Creating professional documents is never easy and understanding how to format and organise a blank space provides a lot of help. The included professional templates solve this problem immediately

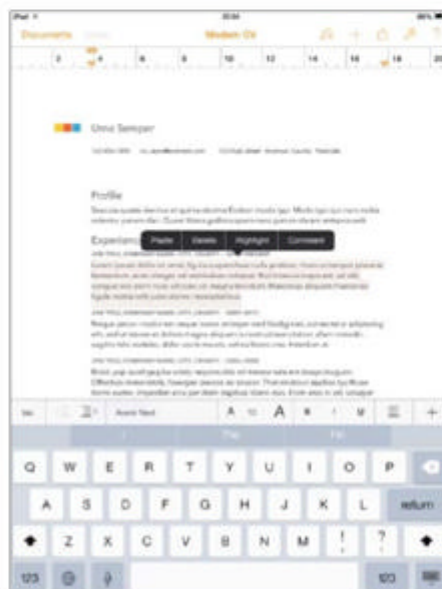
## Posters and flyers

If you use the templates in Pages to make nicely designed posters or flyers, you might want to save these documents as PDFs to make them easier to share and distribute. You can do this by tapping the 'My Documents' icon at the bottom of your iPad's screen, and then selecting 'Send via e-mail'. Then choose PDF as your format, and send the e-mail with the document to yourself (or someone else).

**The right balance**  
Apple has included a varied range of templates, but the number is still relatively low. This careful curation makes using templates in Pages quick and easy



**4: Work with images**  
Images in templates will have a '4' icon embedded in them. Tap it to select any image and it'll replace the original in the correct scale.



**5: Professional templates**  
You can also pick a more professional template, like the CV example. The template is designed to offer you a structure and nothing more.



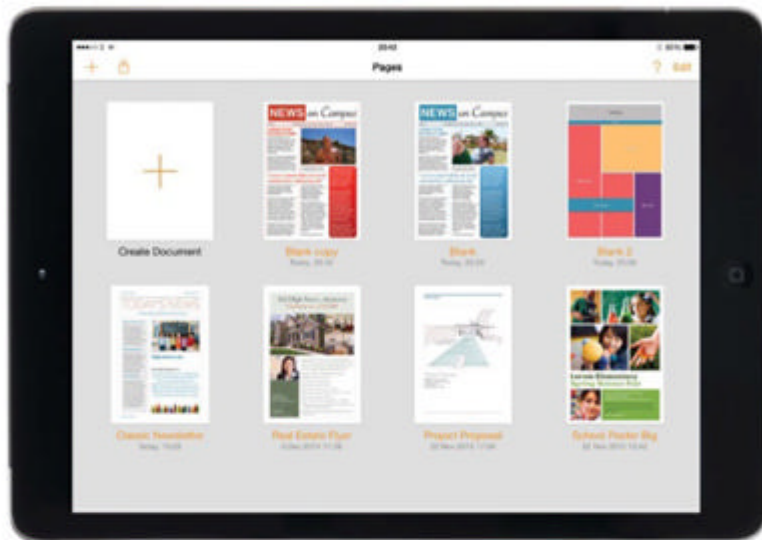
**6: The finished product**  
Once you have finished, tap 'Documents' at the top. Your finished documents are shown in a grid. Tap 'Create Document' for a new template.



# Design a newsletter in Pages

Create a newsletter template with customised images and text

App used: [Pages](#) Price: [Free](#)



One of the best things about Pages is that it's **incredibly adaptable**. Whether you want to write a serious business proposal or make something a bit more fun like a birthday card or poster, you can do it all in a single, easy-to-use app that comes as part of your iPad's productivity package. One of the things it does best is to enable you to design great-looking pages before getting down to the nitty gritty of writing your text.

For example, you can easily create beautiful newsletters in just a few seconds, and then use them time and time again to create a monthly page that looks great. Here we'll show you how to create and edit custom templates to use again in nine straightforward steps. What are you waiting for? Let's get cracking!

*"You can create beautiful newsletters in a few seconds"*

## Adding finishing touches

Personalise templates for unique newsletters

### Changing images

To replace images, you can tap the frame you're currently using, then tap the Format button and choose Image. From here, simply tap Replace and pick your new shot

### Boxes and fonts

Picking out some choice phrases and using them in quote boxes around the text works nicely. Use coloured boxes with white text to differentiate between different sections of the page

### Text editing

To get the best view when editing, remember you can zoom in with a pinch. In your template, all text should be formatted, so adding content is as easy as tapping and typing

### Mix up colours

To make each issue of your newsletter feel new and different, change the colour scheme of the header, the lines, and any coloured boxes and text around the page in the Format menu



### Templates

On the Mac, there is an option to save your creations as templates that you can access later. There is no straightforward way to do this on the iPad, so instead you can create a template as a document, then duplicate it each time you want to create a new issue of the newsletter. This way the original always stays safely intact.



## Pages Make a newsletter in Pages



### 1: Create shapes

First, create some basic shapes to form a layout of your design. These can show the size of columns, denote the location of images or show points for larger quotes to be placed.



### 2: Add a title

First, create a title. You can use a combination of shapes and fonts to get a personalised layout. Remember you can change the shape style and font in the Format menu.



### 3: Input headers

Next, add your headers. For the opening page this can be an issue number, the date and introductory text. For subsequent pages, replace the text with the newsletter title.



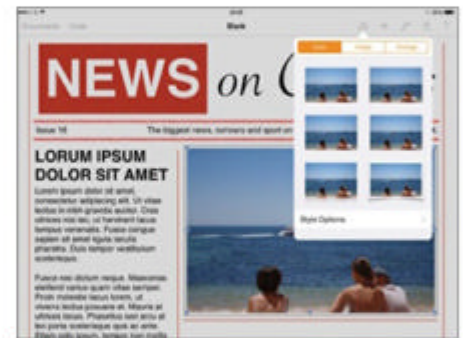
### 4: Add lines

Adding lines is a good way to make everything look well ordered, and it can also help you when trying to line up your text boxes and images to make everything look professional.



### 5: Create text boxes

While you can type right onto the page, adding your text in text boxes will make laying out multiple columns easier, and will let you reposition text quickly and easily.



### 6: Placeholder images

To finish, just add in some placeholder images. Any photo will do, but set up the right border, angle and wrapping options so you'll only need to add a new photo later on.



### 7: Wrapping options

When you're working with multiple shapes, images and text boxes, wrapping options become an issue. You can set no wrapping, or customise settings, in the Format menu.



### 8: Boxes and fonts

Remember that you can customise all your shapes and fonts in a number of ways. Select an item in your document, hit Format and select colours, sizes and more to fit your page.



### 9: Extra pages

You can create extra pages in the same document, or hit the Documents button in the top-left and start a new document for the subsequent pages in your template.

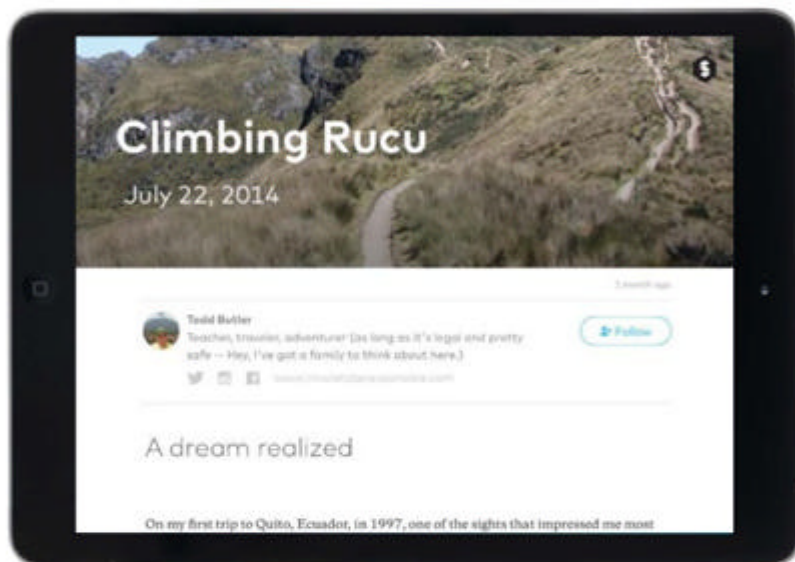




# Document your life with words and images

Use Storehouse to tell and share your story

App used: [Storehouse – Visual Storytelling](#) Price: [Free](#)



There are many apps available that let you document your life, whether it's a straightforward journal app or something a more visually creative.

The Storehouse app is most definitely the latter as it allows you to create your own picture journal and share it with the world through a simple interface. What's more, you can also explore the many stories that other users have chosen to upload and, if you like what you see, 'follow' that person and get alerted as to when they have new stories uploaded. It's a similar service to Instagram, but there is more emphasis on adding your own words to tell your unique story. In the following guide we give you a tour of the app and then show you how to get started creating and publishing your own stories.

"It's similar to Instagram, but there is more emphasis on adding your own words"

## Exploring your Storehouse

Find your way around the app

### Create a story

Tapping this icon will enable you to start creating your own story by importing pictures from various places, adding text and then publishing it for the world to see

### Follow folk

The Storehouse service works like Twitter in the sense that you can 'Follow' the people whose work you admire and enjoy the most. To do this, open one of their stories, scroll down past the cover and then you will see a bit about the author and the 'Follow' icon. Tap this and then go to your Profile and tap on 'Following' to get the complete list.

### Your profile

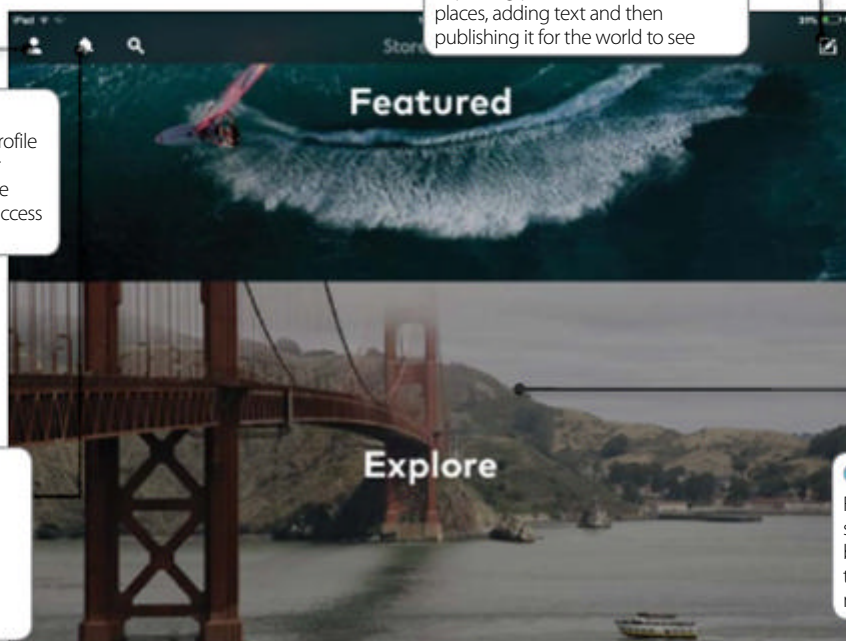
Tap on this icon to view your profile page, which features all of your stories, plus those that you have Recommended. You can also access your settings from this screen

### Notifications

Tap on this icon to get a quick rundown of all of the recent activity and uploaded stories from the people whom you have chosen to 'Follow' in the Storehouse app

### Sections

From the main Storehouse home screen, scroll up or down to browse the various categories and tap to open them and see the many stories inside



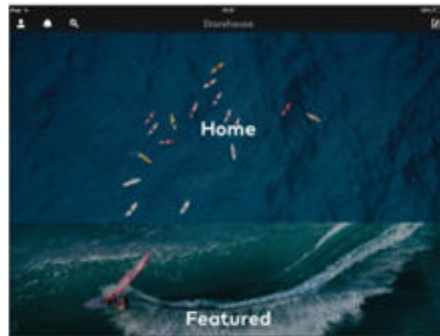


## Storehouse Tell your story through your pictures



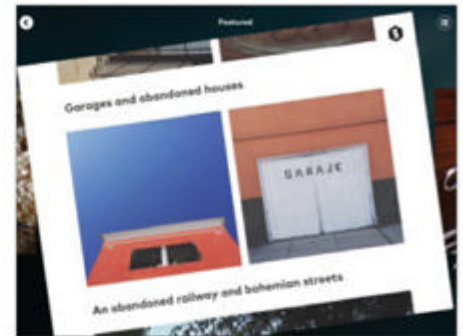
### 1: Log in

When launching the app for the first time, log in using Facebook or Twitter, or register with email. Once you have done that, tap the Log In button to get started.



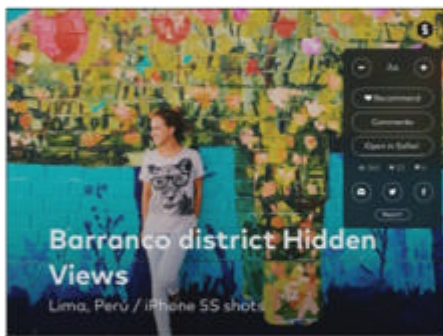
### 2: Get started

After a brief tutorial you will arrive at the Storehouse home screen that features various sections you can tap to explore the stories of other users. Tap a category and browse inside.



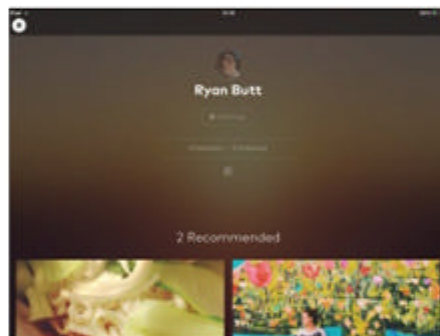
### 3: View a story

When you find an interesting-looking story, tap on it to open it and then swipe up or down to scroll through the various pages of content. To close a story, pinch the screen.



### 4: Viewing options

Tap the Storehouse logo in the top-right corner to access options for enhancing the text, recommending the story, leaving comments or sharing it via the social networks.



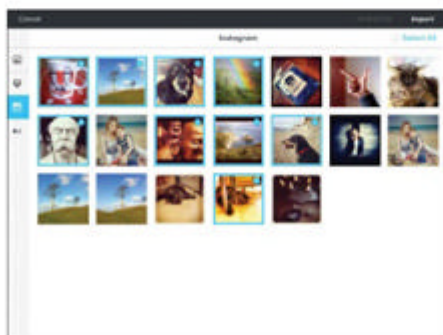
### 5: View your profile

Go back to the main home screen and then tap the person icon in the top-left corner to view your profile. Here you will be able to jump quickly to stories that you have Recommended.



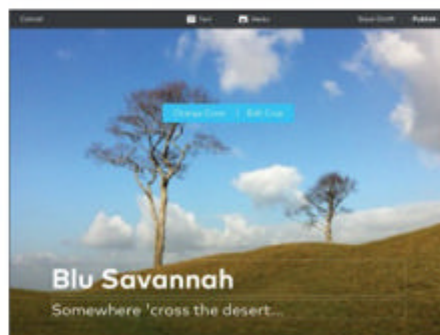
### 6: Start creating your own story

To start creating your own story, tap on the pen and paper icon in the top-right corner and then start importing pictures by tapping on the sources in the list and linking the services.



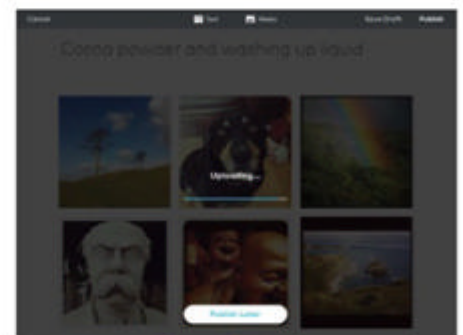
### 7: Import pictures

From your chosen service, tap to select images to import and then tap on the Import button in the top-right corner of the screen. The process may take a few seconds.



### 8: Add text

One of the pictures will automatically be chosen for the cover, but you can easily change this. Tap on the text boxes to add a title and subtitle and then scroll down to see more.



### 9: Publish your story

Tap on the Text option to add a normal text box, header or quote and tap the Media button to import more pictures. When you are happy with your work, tap the Publish button.



# Find things to do nearby

App used: [AroundMe](#) Price: [Free](#)

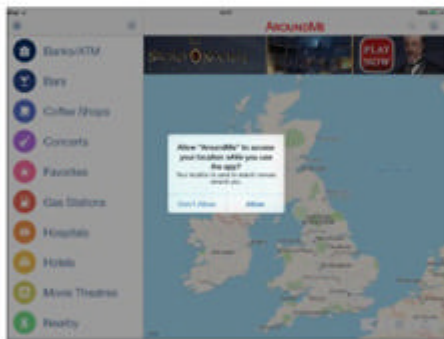
Explore your surroundings and find interesting places nearby with the AroundMe app



If you are visiting a new town or city then your iPad can be an invaluable tool to help you find out what there is to see and do nearby thanks to apps such as **AroundMe**. Using your location data, AroundMe provides a handy list of local amenities and places of interest. You simply pick a category and a list of suggestions will be provided, with the nearest appearing first. Tap on a suggestion and it will be marked on the map, where you can tap it to get additional information, directions and more. You can save your favourite locations for easy access later on, and even switch on a neat Augmented Reality mode that involves layering the nearby places of interest over a live camera feed. In this guide we talk you through the process of using the app for the first time to explore the best sights, amenities and places of interest, wherever you are.

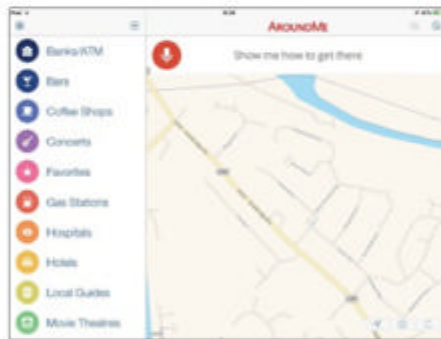


## AroundMe Find out what's happening around you



### 1: Allow access

To work efficiently, AroundMe needs access to your location. You will receive a pop-up when launching the app for the first time asking for access, so hit the Allow button.



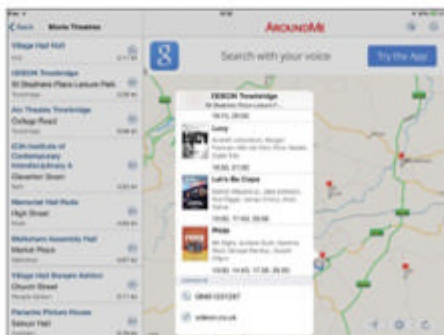
### 2: Start searching

This app provides a full list of amenities and places of interest in a column on the left-hand side of the interface. So decide what it is you wish to do or look for and select it from the list.



### 3: View options

Whatever you choose from the list, matches will be listed, starting with the nearest first, in a list down the left side of the screen, while the main screen is reserved for a map.



### 4: Get details

Select an option from the list and it will be displayed on the map. Tap on the arrow next to the name and you will be able to get more information such as the contact details.



### 5: More options

From the info box you can also get directions to the place, mark it as a favourite and share the location with friends using various methods and social networks.



### 6: Nearby

Selecting the Nearby option from the list will mark all nearby places of interest on a map and provide more information on each one in the list to the left.





# Exploring your surrounds

Discover places of interest nearby

**Manual search**  
You can also manually search for locations by tapping on this icon. A Search field will appear when you tap it, into which you can enter keywords to help find more places

**Categories**  
All of the different categories of places will be listed down the left-hand side of the interface. Scroll down through the list and then tap on a category to select it

**AR mode**  
Tap on this icon to switch to Augmented Reality mode. Using your iPad's Camera app, this mode will layer the places over the top of the feed so that you can see what direction they are in

**Your location**  
Your current location will be marked on the map, and when you select a place from the list it will then show up on the map relative to your position. You can also get directions to your destination

**Get directions**  
When you tap on a suggested place in the list (that you have chosen from the categories), you will be shown its location on the map. If you then tap on the place as it is displayed on the map, you will get an info box packed with options, one of which is a directions arrow. Tap this to get step-by-step instructions on how to get there.



## 7: Enable AR mode

When you have selected a category to search for and the items are displayed on the map tap the AR icon in the top-right corner of the screen and grant access to your iPad Camera.



## 8: Location overlay

The Augmented Reality mode means that all selected nearby locations will appear as markers through your Camera app's viewfinder, you can then navigate to them in real time.



## 9: AroundMe Settings

Tap the cog icon in the top-left corner of the screen to access the Settings page. Here you can upgrade your app to be ad-free, change the units of distance and more.



# Explore the solar system

Help kids understand and learn what wonders lie in our solar system

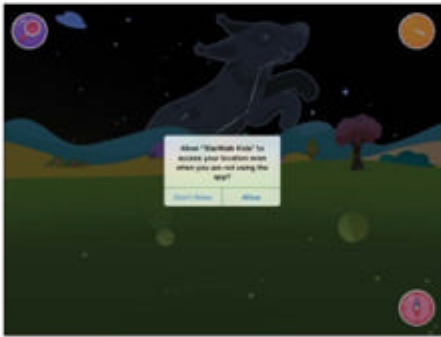


**Apps for exploring our solar system are incredibly common in the App Store and they all offer varying degrees of insight.** If you are aiming to help teach younger people about the many wonders of the night sky then Star Walk Kids – Astronomy for Children is tailor made for this purpose. The app boasts an incredibly simple interface that is colourful and engaging, and youngsters can have great fun manipulating the device into position using their fingers or the gyro so that they can see what planets, moons, stars and constellations lie overhead at any given point throughout the day. The app also features fact files on many of the key components of our solar system and movies that kids can play for a quick lesson in a language they can understand. In this guide we outline the many great features that make this app an efficient teaching aid.

App used: [Star Walk Kids – Astronomy for Children](#) Price: £1.99/\$2.99



## Star Walk Kids Teach youngsters about the solar system



### 1: Allow access

The app will need to access your location to work efficiently, so when launching it for the first time, tap the Allow option to grant access. You can disable it later in your Privacy Settings.



### 2: Start exploring

You can swipe the screen to gaze in different directions, but better still, tap the compass icon in the lower-right corner and where you point your device dictates where you look.



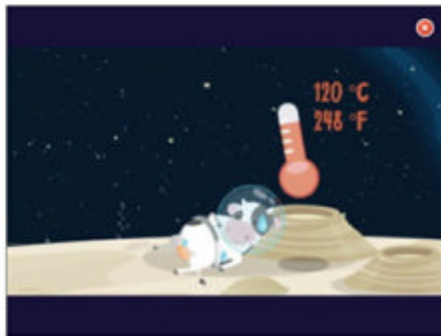
### 3: Tap on sightings

When you see something of interest, such as a planet, satellite or constellation, tap on it and you will be told what it is. Tap on the name as it is displayed to find out more about it.



### 4: Find out what's out there

Tap on the magnifying glass icon in the top-left corner to find out what planets, stars and constellations are in our solar system. Some even feature movies.



### 5: Play a movie

If you see a red clapperboard icon next to one of the items then it means you can tap it to play a movie relating to the object. You can also tap on the megaphone icon to listen to facts.



### 6: Advance time

By tapping on the clock icon in the top right corner of the screen you can display a timer that is used to speed up or slow down the Earth's orbit, which affects what is displayed.



# Explore the sky

Why using Star Walk Kids is child's play

## Time shift

Tap on this clock icon to speed up or slow down time to see what appears overhead and when. You can use a slider to adjust the time or tap the clock again to return to normal

## Discover

Tap on the magnifying glass icon to get the complete rundown of planets, stars, constellations and satellites. You can tap on an item to find out more about it

## Names

Tap on any object and the name will appear here, as well as links to any info files and movies associated with the object. Tap on the icons to play them

## Unleash the gyro

Tapping this icon will shift the control system from a finger gesture to simply pointing your device in any direction to see what is out there at any given time

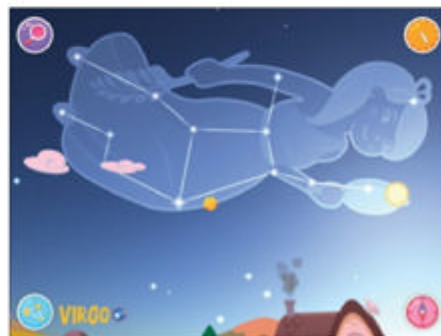
## Disable location

If you wish to revoke the permission you granted for this app to use your location (if apps are constantly monitoring your location then they will reduce your iPad's battery life), then go to Settings>Privacy and tap on Location Services. Now tap on the Star Walk Kids option and change the location access from Always to Never. You can change it back whenever you need to.



## 7: Use the slider

Move the slider left or right to speed up or slow down time. If you leave your device idle you will be treated to a nice picture show as different elements move across the sky.



## 8: Pinch to zoom

If you want to get a better look at something on screen, simply pinch the screen and expand your fingers to zoom in. Release and it will snap back to its normal size.



## 9: Tap on the stars

As well as notable objects, you can also tap on each and every star in the sky to target them and reveal their names – every star has one. It's fascinating stuff for youngsters.





# Control your Mac using your iPad

App used: [Air Login](#) Price: [Free](#)

Access your Mac remotely and perform key tasks from afar with the Air Login app



The rapid rate at which mobile technology is evolving makes it easy to work remotely, but if you need to access your computer in the office or at home while on the move then you can now do so thanks to apps such as Air Login. Using this app first requires you to download, install and activate some free software on your Mac, but once this simple process is done you will be able to use your iPad to connect and then perform all of the tasks you normally could, just as if you were sat in front of your computer, thanks to a handy on-screen toolbar. You can move files, open documents and even write text remotely, making it a useful app if you need to access a specific file on your computer or send an email from your work account while out of the office. In this guide we show you how to set up and use the app to access your computer on the go.

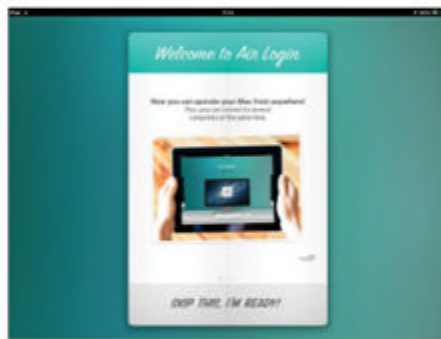


[Air Login](#) Connect to your Mac remotely



## 1: Download Air Connect

On your Mac, go to [www.avatron.com/ac](http://www.avatron.com/ac) and then click to download the free Air Connect software to your Mac. You must then launch it and create an account to run the software.



## 2: Launch the app

Once you have successfully logged into the Mac portal, launch the app on your iPad and then read through the brief tutorial to help you get acquainted with the service.



## 3: Log in

In the app, log in using the same email address and password that you used to sign into the Mac software. Just tap 'I Already Have An Account' and enter your details.



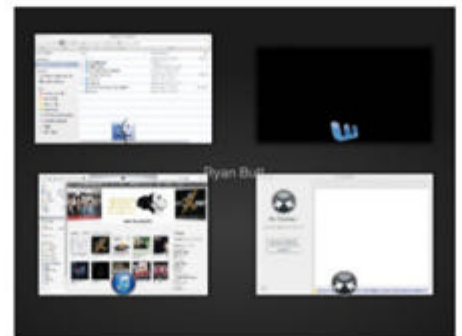
## 4: Start connecting

The main screen will show the computer that you are currently connected to. Tap on it and you will be able to view your Mac's desktop and all of the files within.



## 5: Use the toolbar

The toolbar at the bottom of the interface lets you perform many of the Mac gestures and commands through your iPad. Start off by moving the mouse cursor around.



## 6: Click and point

You can move the mouse over files and tap the screen to 'click'. Tap the App Grid icon to view all open apps on your Mac in a grid that is easy to click on and select an app from.



# Control your Mac remotely

Using the toolbar to perform key tasks

## Keyboard

When you need to type some text into a document or otherwise on your Mac, then you can do so remotely by selecting the text field and tapping the Keyboard option in the toolbar

## Zoom

If you want to zoom in and get a closer look at the Mac's desktop then you can tap this icon in the toolbar. Simply tap it a second time to zoom back out again

## App Grid

Tapping this icon will present all of the open apps and windows on your Mac as a grid, making it easy for you to select the right one simply by tapping on it on your iPad

## Mouse Mode

By default the app uses a Trackpad option for mouse control, but you can change this by tapping on this icon and choosing the Direct or Centered options instead

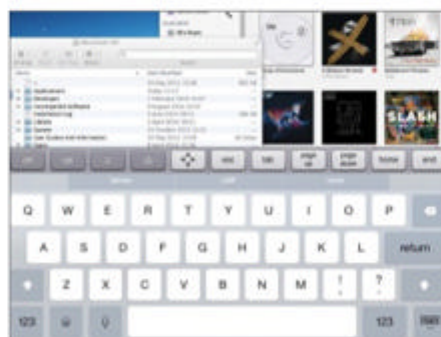
## Taking out a subscription

Although the Air Connect service is free to use when both devices are connected to the same Wi-Fi network, if you wish to connect from further afield over the web then you can take out a 90-day or one year subscription to the service. To do this, go to the main screen, tap the profile icon in the top-right corner and then select one of the subscription offers available.



## 7: Zoom in

If you wish to zoom in on the screen, tap the Zoom icon in the toolbar and you will instantly be able to zoom in or out on whatever is currently on your Mac's desktop.



## 8: Keyboard mode

If you need to type something on your Mac, simply tap the Keyboard option in the toolbar and a pop-up keyboard will appear that features additional Mac commands.



## 9: Log out

Tap on the first icon on the toolbar to return to the main screen and then you can disconnect from the Mac by tapping the Eject button at the top of the screen.



# Manage time with a project tracker

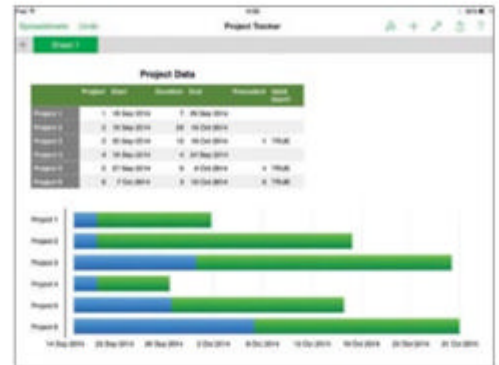
App used: [Numbers](#) Price: [Free](#)

Create a Gantt chart using a table, a few formulas and a little creativity to boost organisation



**You don't need a project management suite when you've got Numbers – you can custom build your own tool for the job straight from the comfort of your iPad.** And it's a great way to practice your formula skills. What we're going to do here is set up a table containing some projects and then make sense of the schedule by using a chart and a series of logic tests.

There will be an optional step involving your Mac desktop or laptop, but for the most part we just need to know our objective: to plan when each project should start, based on the duration and end date of the project that must be completed first. Here are nine tutorial steps to get a greater understanding of just how useful Numbers can be for enhancing your organisation and time management.

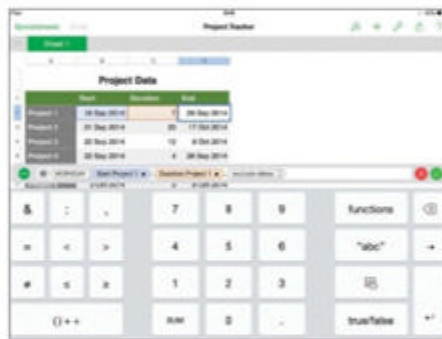


## Numbers Make a project tracker



### 1: Set the variables

Make a new table as shown; set Start and Duration values for six projects, setting the columns to Date and Number format, then add an End column set to Date.



### 2: Account for weekends

Get the End value by entering =WORKDAY(StartProject, DurationProject, [Blank]), where [Blank] is the empty exclude-dates field (you can use this to handle holidays).



### 3: Start the chart

Make a Stacked Bar chart using just the Start and End dates. Your chart should show all the project durations in the second half of each bar, from their start to end points.



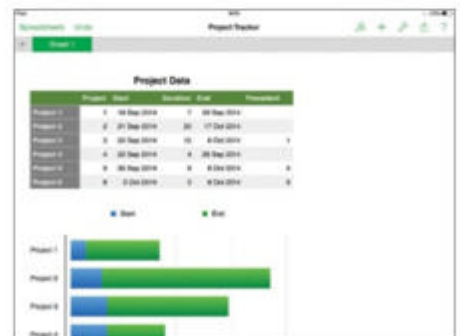
### 4: Make it Gantt

You can't do this bit on iPad, so save the document and open it up on Mac (via iCloud). Change the colour of the first half of each bar (the Start column) to No Fill.



### 5: Visualise projects

Open it up on iPad and your Gantt chart clearly emerges. Now you can easily change the Start dates of each project depending on which other projects need to be completed first.



### 6: Chain the projects

Create a Precedent column, filling in the number of the project that must be completed beforehand (eg Project 1 before Project 3). Add a Project number column at the front.





# Using your project tracker

Get more from your Gantt and tidy up formulas

## First project

Project 1's Start date should be the earliest of them all, so make Project 1 the first thing that needs to be done; other projects' start dates may be reliant on the end dates of others

## Time elapsed

If you don't have access to a Mac, you can ignore steps four and five. The first half of each bar shows the time between the Project 1 Start and the other Project Starts, and may be useful

## Ultimate AND

Copy the whole LOOKUP formula from the Precedent End column, then select the PrecedentEnd reference in your Valid Start? formula. Paste it right on top to cut out the middleman

## Ultimate IF

Start an IF. In stages, copy the whole formula from Has Precedent? into the first part (if-expression), copy Ultimate AND into the middle part (if-true), set the final part (if-false) to "". You'll now get a blank space instead of a formula error if there is no Precedent

## Optimising projects

To save time using your project tracker, just plug in all your projects (or daily/weekly/monthly tasks, your teams or team members, etc) and then tune your Start dates. First think about your Precedents and get those right, then set all Start dates as early as possible while still getting a column full of TRUE values from your Ultimate IF.

Project	Start	Duration	End	Precedent	Has Precedent?	Precedent End	Valid Start?	Ultimate AND	Ultimate IF
Project 1	18 Sep 2014	7	29 Sep 2014		FALSE				
Project 2	21 Sep 2014	20	17 Oct 2014		FALSE				
Project 3	22 Sep 2014	12	8 Oct 2014	1	TRUE	29 Sep 2014	FALSE	FALSE	FALSE
Project 4	22 Sep 2014	4	26 Sep 2014		FALSE				
Project 5	30 Sep 2014	6	8 Oct 2014	4	TRUE	26 Sep 2014	TRUE	TRUE	TRUE
Project 6	3 Oct 2014	3	8 Oct 2014	5	TRUE	8 Oct 2014	FALSE	FALSE	FALSE

## 7: Check if blank

Add a new formula in the next new column: = NOT ISBLANK PrecedentProject. NOT reverses ISBLANK's true/false check on PrecedentProject, which is the adjacent cell.

Project	Start	Duration	End	Precedent	Has Precedent?	Precedent End	Valid Start?	Ultimate AND	Ultimate IF
Project 1	18 Sep 2014	7	29 Sep 2014		FALSE				
Project 2	21 Sep 2014	20	17 Oct 2014		FALSE				
Project 3	22 Sep 2014	12	8 Oct 2014	1	TRUE	29 Sep 2014	FALSE	FALSE	FALSE
Project 4	22 Sep 2014	4	26 Sep 2014		FALSE				
Project 5	30 Sep 2014	6	8 Oct 2014	4	TRUE	26 Sep 2014	TRUE	TRUE	TRUE
Project 6	3 Oct 2014	3	8 Oct 2014	5	TRUE	8 Oct 2014	FALSE	FALSE	FALSE

## 8: Get Precedent End

Now we find PrecedentProject's End date: = LOOKUP PrecedentProject, ProjectColumn, EndColumn. This checks the first column to find the corresponding cell in the second column.

Project	Start	Duration	End	Precedent	Has Precedent?	Precedent End	Valid Start?	Ultimate AND	Ultimate IF
Project 1	18 Sep 2014	7	29 Sep 2014		FALSE				
Project 2	21 Sep 2014	20	17 Oct 2014		FALSE				
Project 3	22 Sep 2014	12	8 Oct 2014	1	TRUE	29 Sep 2014	FALSE	FALSE	FALSE
Project 4	22 Sep 2014	4	26 Sep 2014		FALSE				
Project 5	30 Sep 2014	6	8 Oct 2014	4	TRUE	26 Sep 2014	TRUE	TRUE	TRUE
Project 6	3 Oct 2014	3	8 Oct 2014	5	TRUE	8 Oct 2014	FALSE	FALSE	FALSE

## 9: Is Start valid?

Finish with a logic test to check if PrecedentEnd is before this project's Start: = AND PrecedentEnd < Start. Use the true/false result to help you fine-tune your Start dates.



# Use Magic Move for exciting animations

App used: [Keynote](#) Price: [Free](#)

Animate your slides easily with the Magic Move tool in Keynote for iOS



**Keynote is an absolutely brilliant app when it comes to animations and transitions between slides – and best of all, it comes completely free with newer iPads, and can be installed for nothing on earlier models.** Whatever the style of your presentation, there's bound to be at least one transition that fits the mood and can add a touch of excitement to your project.

Magic Move takes these animations to the next level, making it easy for you to transition between slides smoothly, but maintain images and text between the two. Resizing and moving images with the Magic Move feature activated will create an automatic animation when you click to progress. It makes animating your slides even easier, and the results can look fantastic. Here we show you how to take complete control in nine straightforward steps.



## Keynote Use Magic Move transition animations



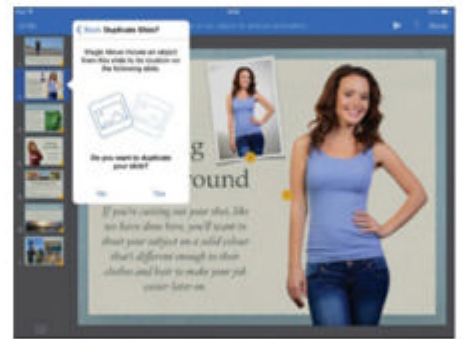
### 1: Create a slide

The first thing you need to create a Magic Move animation is a slide. Add text and images, at least one of which you want to keep on-screen for the next slide.



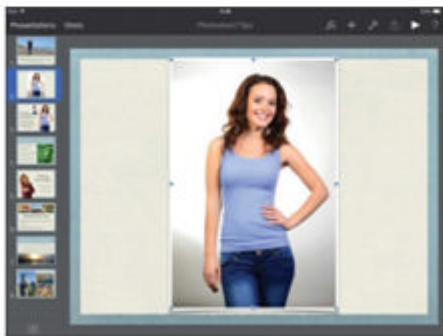
### 2: Open the menu

Tap on the slide you're currently editing to see the menu appear. Tap the Transition option on the far right of the menu, then chose the Magic Move option at the top of the list.



### 3: Duplicate the slide

You'll be prompted to choose whether or not you wish to duplicate the slide. Select Yes to make your job easier – it will create a new version of the slide right after the first.



### 4: Move your objects

Move and resize the objects you want to be maintained between the two slides. Set the starting position on the first slide and the end position on the second for best results.



### 5: Opacity, rotation and more

You can also change the opacity and rotation of your images and text. Twist with two fingers to rotate, and use the Style Options section of the Format panel to adjust opacity.



### 6: Work on both slides

Remember that you need to edit both slides for the results you want. On your first slide, position an object at the centre, then on the second, shrink it and add text below.



# Getting great Magic Move results

Top tips for getting the most out of the Magic Move tool

## Common objects

Magic Move works best when you have at least one common object between your two slides. Whether it's a piece of text or an image, having the same item on both slides will produce best results

## Always duplicate

It's always a good idea to duplicate your slide when using Magic Move; it makes it easier to edit the objects that you want to animate, and it will save you from having to add images and text manually later

## Fade in, fade out

You can delete or add anything you want between your two slides. Anything you delete will fade out automatically during the transition, and anything you add will fade in, keeping everything smooth



## Fixing broken matches

If you have an object on both slides that simply isn't 'matching', you can fix it. A broken match basically means that the animation you want doesn't work, and it can ruin the look of the whole slide. To fix it, delete one of the objects, then copy the object from the other slide and paste it into the first, then edit it again.

## Edit at any time

You can go back and make changes to your Magic Move animations at any time when you're editing your presentation; you don't have to perfect your slides first time. Simply start moving your objects again



## 7: Zoom in

If you wish to zoom in on the screen, tap the Zoom icon in the toolbar and you instantly zoom in or out on whatever is currently on your Mac's desktop.



## 8: You're done

The objects on your slide that are set up to use a Magic Move transition will be labelled with a small star icon. When you're happy with your settings, tap Done in the top-right.



## 9: Test it out

You can tap play with your first slide selected to get a preview of how your transition will play out. If you're not happy with the results you can always make changes.





# Set up Family Sharing on an iOS 8 device

App used: [Family Sharing](#) Price: Free

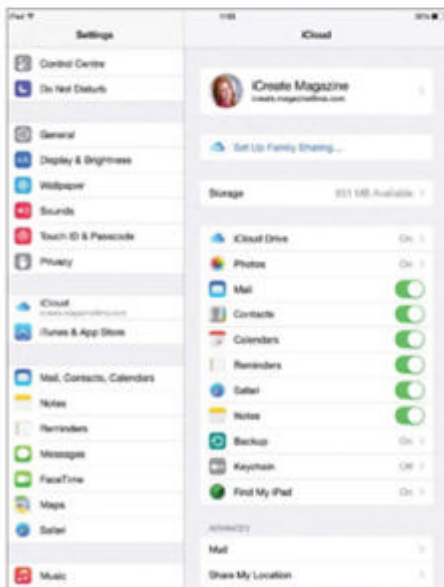
Share purchases with up to six family members and allow payments from a single credit card



An iPad is a gadget that is suited for family use, and often has several users in one household, from children playing games, parents keeping on top of their e-mail and online communication, to grandparents using it to reread their favourite classics on a new platform. Your iPad will probably be used for more than one purpose, and by more than one person. On top of that, it is highly likely that you will have more than one iDevice at home with family members currently enjoying the fresh delights of iOS 8. But what if you could bring all of your family's accounts together and allow purchases made on one iPad or iPhone to be made available on another? And what if you didn't have to share your own Apple ID or password but allowed everyone to have their own accounts while using a single credit or debit card that you can still control?

With Family Sharing, you are able to link accounts together within a single group. Purchases made by one family member can be downloaded by another. Children under 13 can be forced to have their payments verified by you before they go through, and you can use the new feature to share a family calendar, photo album and reminders list. What's more, if you turn on Location Sharing, you can even allow other family members to see where your devices are.

## Family Sharing Turning on iOS 8's Family Sharing



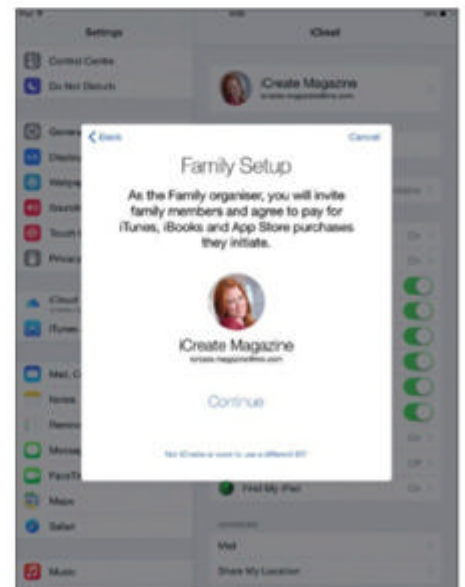
### 1: Set up sharing

When you activate iOS 8, it asks if you wanted to set up Family Sharing. If you skipped this, go to Settings>iCloud>Set Up Family Sharing.



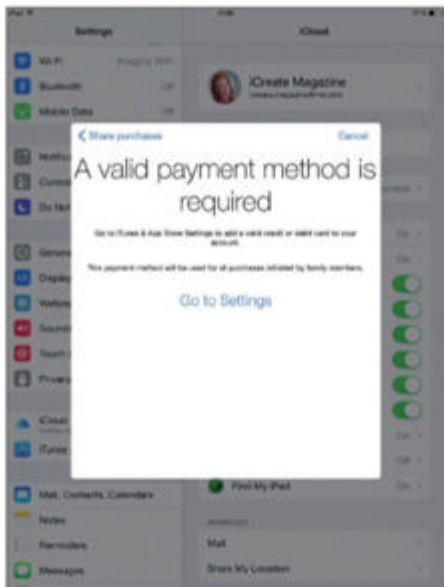
### 2: Get Started

The Family Sharing set-up page explains the feature. Tap Get Started to see your name. Tap continue to become the Family organizer.



### 3: Share purchases

The feature needs an Apple ID account to share purchases. Don't wish to use your current one? Tap 'Share purchases from a different account.'



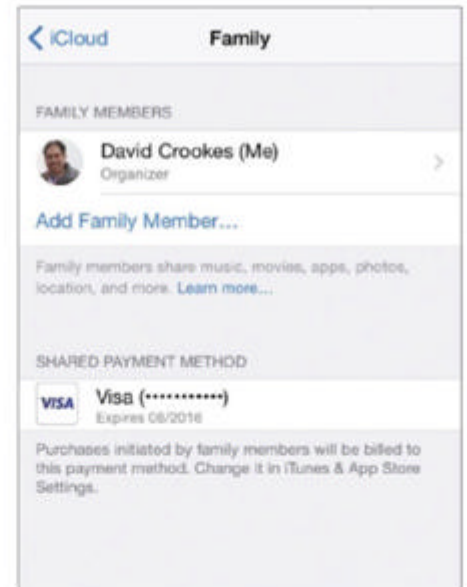
#### 4: Payment method

A payment method needs to be linked to your account. To add one, go to Settings, tap iTunes & App Store, tap your ID and input your details.



#### 5: Share location

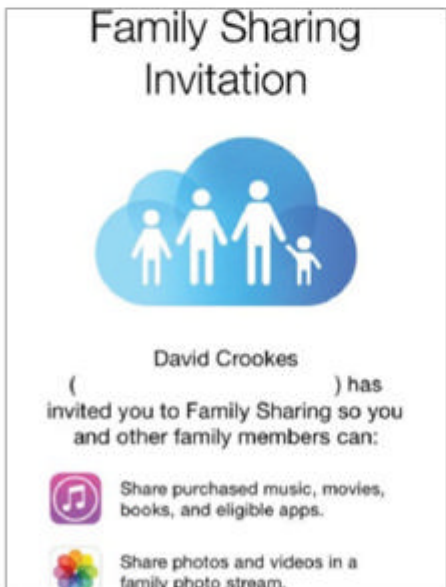
You can share the location of your device with your family. It will show up in the Find My Friends, Messages and Find My iPhone apps.



#### 6: Add Family Member

Tap Add Family Member and input their name or email address. Repeat this for your other family members, up to six members in total.

“You can link accounts together in a single group. Purchases made by one family member can be downloaded by another”



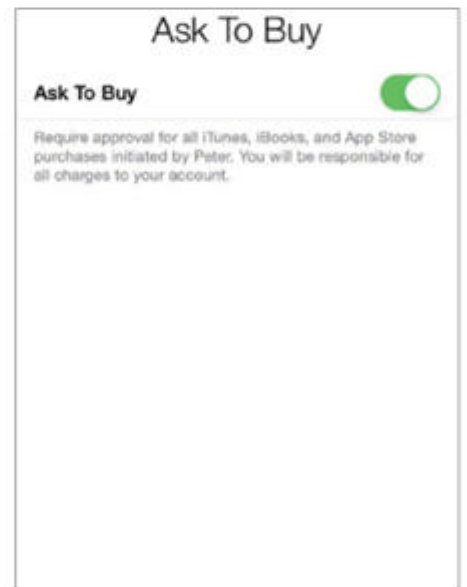
#### 7: Invitations sent

Your invitees will be sent invitations via email. Once accepted, the family member will be included in your group. You will be alerted.



#### 8: Child's Apple ID

For a child without an Apple ID, you can go to Settings>iCloud>Family>'Create an Apple ID for a child.' Input a date of birth, name and an ID.



#### 9: Ask To Buy

Want to approve purchases made by a child? Slide Ask To Buy to green. Tap on family members to give them approval rights.



# Listen to your favourite podcasts

App used: [Instacast 4 – Podcast Client](#) Price: [Free](#)

Download and manage your podcasts in this great free app



Although Apple's own Podcasts app is a great free download for finding and playing podcasts, it never hurts to have more choice on the App Store and other apps, of course, bring with them a more diverse range of features that may suit your particular podcast needs slightly better. Instacast 4 is a prime example. Through a neat and accessible interface you can effortlessly search for content, download it to your device and then manage your podcasts and play them with a variety settings to suit all needs. You can also create an Instacast Cloud account to keep all of your downloads and settings safely stored, so that you can start listening on one device and then pick up where you left off later on another. In this guide we help you get accustomed to the app and outline some of its key features so you can begin downloading and listening to your favourite podcasts.



## Instacast 4 – Podcast Client Start listening to podcasts



### 1: Subscribe

When you first launch the app you will be invited to either start subscribing to podcasts or login to your Instacast account. Choose the first option and then start browsing.



### 2: Browse for podcasts

A pop-up window will display what is popular, the top authors and the various different genres on offer to help you find content to download. You can also perform a custom search.



### 3: Get video podcasts

By tapping on the Video tab at the top of the pop-up window you can also search for video podcasts to watch on your iPad. When you find something, tap on an episode.



### 4: Preview or import

When you tap on a podcast episode you will see options to Preview or Import the podcast. You're probably better off importing it straight away to save time as it only takes seconds.



### 5: Subscribe to a podcast

If you like an individual episode then you can subscribe to ensure you never miss an episode by tapping the '+' icon in the top-right corner of the specific podcast's pop-up window.



### 6: Start listening

Tap on the downward arrow in the top-left corner of the pop-up window to make it vanish and then tap the menu icon in the top-left corner of the Instacast 4 interface.





# Managing your podcasts

A quick tour around Instacast's key features

## Directory

The Directory is where you obtain the content from. Tapping this option will open a pop-up window whereby you can search for content based on popularity, author and more

## Your podcasts

All of the content you download from the Directory will be accessible via the Unplayed and Subscriptions options in the sidebar. Tap one to navigate to your downloaded podcasts

## Bookmarks

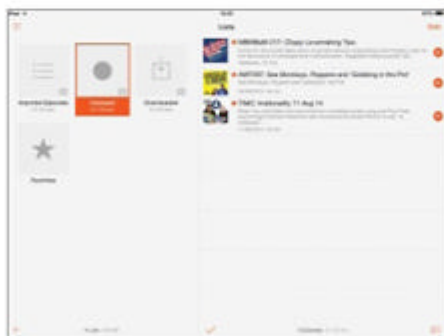
While listening to a particular podcast you can bookmark a specific point (by tapping the bookmark icon) that you can find and refer to instantly by going to the Bookmarks section

## More options

Tap the Settings option to access a range of settings relating to your Instacast Cloud account (if you have one), notifications and the way in which you play your podcasts

## Instacast Cloud

Creating an Instacast Cloud account means that all of your Instacast content and settings will be backed-up and made available on all of your devices. To create an account, tap the menu icon to access the sidebar and then tap on the top option. You will then be able to enter an email address and password and hit 'Create Account' to sign in.



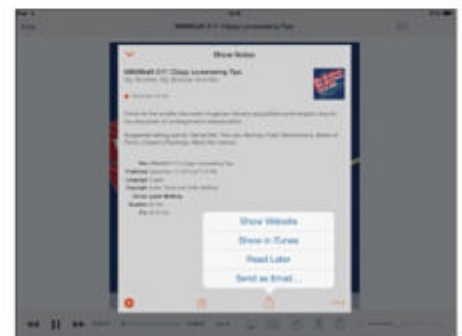
## 7: Unplayed podcasts

Use the options in the sidebar to go to your Unplayed podcasts (those you have downloaded but not listened to), tap on an episode followed by the Play button.



## 8: Playback controls

When playing a podcast you have basic playback controls to Play/Pause or skip and rewind. Tap on the three-dot icon to the right to access more advanced controls.

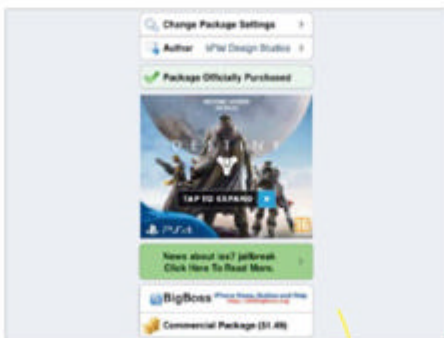
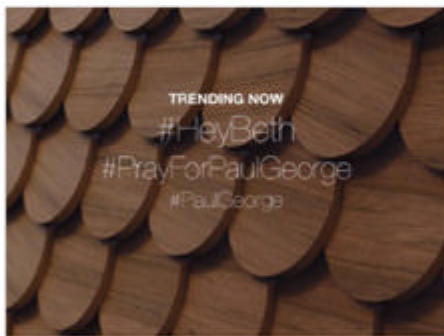


## 9: Sharing options

Tap on the list icon in the top-right corner while playing a podcast to find options for sharing the podcast or deleting it, plus options to mark it as played or as a favourite.

# Hacks

Get even more out of your iPad with these hacks



- 94 Jailbreak your iPad  
Access new tricks and functions by jailbreaking your iPad
- 96 Unlock via face recognition  
Use Appellancy to increase security
- 98 Make your passcode impossible to guess  
Confuse anyone trying to gain access
- 100 Explore intelligent iPad security options  
Set passcode preferences
- 102 Lock-screen Twitter trends  
See what's trending without unlocking
- 104 Add a flashlight to your iPad's Lock screen  
Discover the Lumos flashlight app
- 106 Customise your iPad interface  
Make modifications to the Home screen
- 108 Interact with notifications as they arrive  
Deal with updates on the Home screen
- 110 Customise the Control Centre in iOS  
Add, remove and rearrange Control Centre switches



108 Improve how you interact with notifications

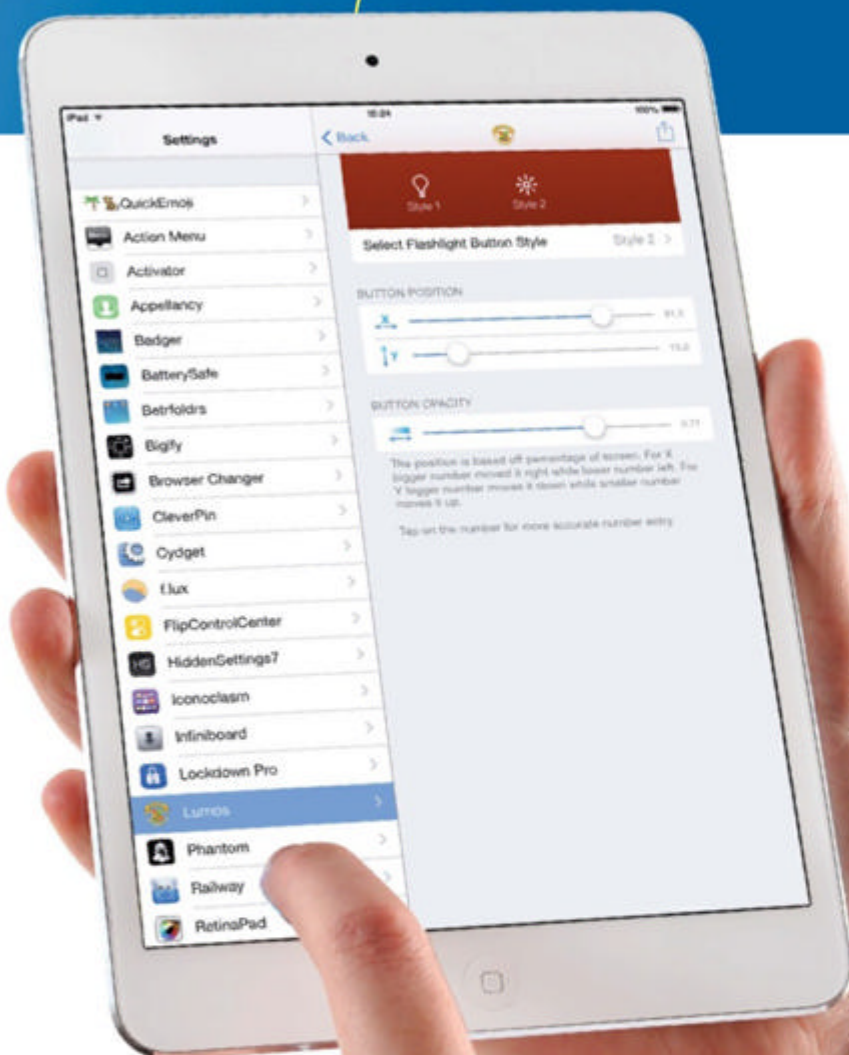
“There is a community which looks to enhance the iOS experience”

**104** Add a flashlight to your Lock screen

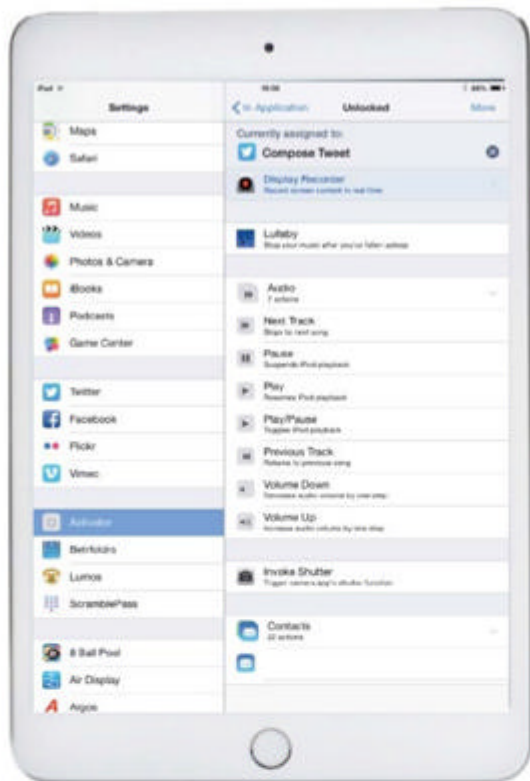
- 112** Personalise your iPad's app folders  
Increase the functionality of folders
- 114** Secure your data with an extra safeguard  
Add a password to protect specific apps
- 116** Install and use new fonts on your iPad  
Replace the fonts your system uses
- 118** Fall asleep with your favourite music  
Stop music playing after a set period



**100** Choose when to switch off the passcode







# How to safely jailbreak your iPad

App used: [Pangu 8](#) Price: Free

Follow our advice to keep your iPad working when jailbroken



Jailbreaking an iPad offers many benefits and the ability to do things with your tablet which would otherwise be impossible when you use your iPad the way it came in the box. You can set it up to act in a way which is perfect for how you work and play, but you should also be aware that Apple will not intervene in the process by checking each app for safety like it would normally do on the official app store. This means that there are rogue apps in circulation, and even unreliable app stores, so you need to try and stay within safe parameters where possible.

We have detailed what you should do before attempting a jailbreak and also the steps you need to follow to complete the process. There are a few solutions available, but you will need to do your research to see which will work with your current iOS version and also your desktop operating system. For this tutorial, we have used a tool called Pangu 8 which works on both Windows and Macs, and you may be surprised that the actual process only requires one click to perform. However, preparation is key here so make sure you have everything backed up before you start.

## Pangu 8 Jailbreak your iPad



### 1: Back it up!

Before you jailbreak your iPad or perform any hack, back up your data. Use iCloud Backup or connect to iTunes desktop and back up.



### 2: Time to reset?

You can reset your iPad and wipe all data before you jailbreak or risk it. It's worth resetting if you have problems performing a jailbreak.



### 3: Download the jailbreak app

Use a site like [www.taig.com/en/](http://www.taig.com/en/) to download the jailbreak app for your OS. Now open it like a normal app and let it install in the normal way.



# The hacks store

Cydia is a safe haven for iPad hacks

## Research everything

Do as much research as you can before you undertake a jailbreak. There are many potential pitfalls which can be avoided by researching as much of the topic as possible

## Known sources

If you are unsure of the sources listed in Cydia, look up known ones and use them instead. It takes time, but will be worth it in the long run to ensure you are safe

## The official jailbreak

Make sure you only use Cydia to download hacks for your iPad and avoid any third party app stores that are installed when you jailbreak



## Why jailbreak?

The iPad is capable of a lot of things straight out of the box. With enormous amount of apps available for the device, it is versatile and can be adjusted and made into your ideal gadget. But if you're curious about how far this portable computer can go, if you want to bypass Apple's restrictions to what you can change on an iPad, or use it as an emulator for other software, jailbreaking is your new hobby.

## Do anything!

Once the jailbreak is installed, you have access to make changes and use features that are not available in the official iTunes app store. There is no limit to what you can do



## 4: Start the jailbreak process

Connect your iPad to your desktop and click 'Start Jailbreak' to begin. You'll see a warning if you have an iOS version that can't be jailbroken.



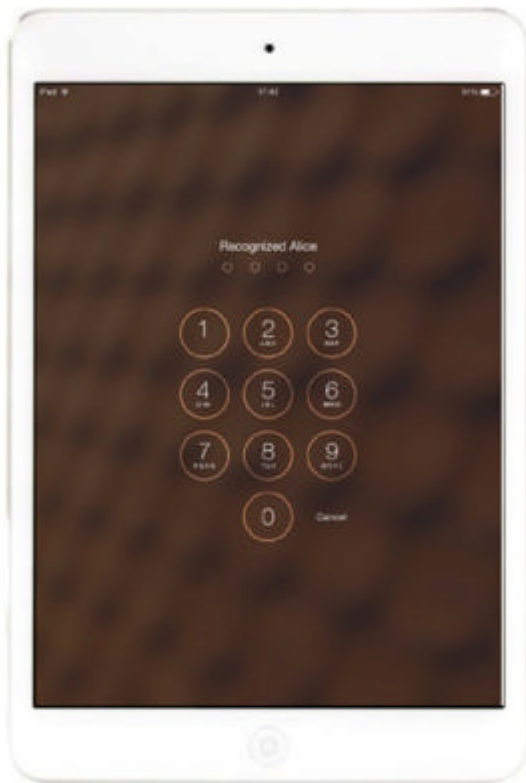
## 5: Wait for the icon

The process can take some time and may involve multiple restarts. Leave the iPad alone and you'll be rewarded with a new Cydia icon.



## 6: Cydia sources

After a jailbreak is installed, check the sources first by tapping the 'Sources' icon in Cydia. Double-check they are all official repositories.



# Unlock via face recognition

Add the functionality of face recognition to your iPad

App used: [Appellancy](#)

Price:  
£1.19/\$1.99



**Appellancy is an app that showcases one of the core benefits of jailbreaking.** In this instance it takes a feature that is normally associated with other devices and makes it available on your iPad. By installing Appellancy, you can use face recognition to unlock your device. The app works by storing photos of your face taken at a variety of angles in varying lighting conditions. These are then used to recognise your face when the Lock screen is displayed on your iPad. You can create profiles of face galleries for other people as well. As a result, Appellancy can be trained to accept multiple users on one device. There are also further options that allow you to tweak the appearance and operation of the app. Whether it's as secure as the normal passcode system is down to your success at getting good profile pictures. At the very least, it provides an interesting way of keeping your phone secure. If you have an iOS device that doesn't utilise a touch ID sensor, you may find it to be a useful alternative to the standard passcode option.

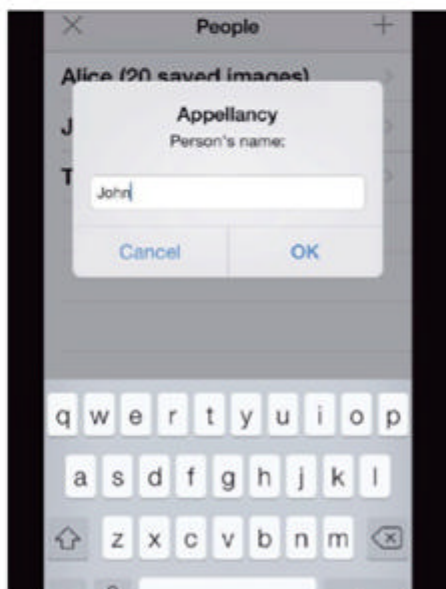
[Appellancy](#)

Use your face to unlock your iPad



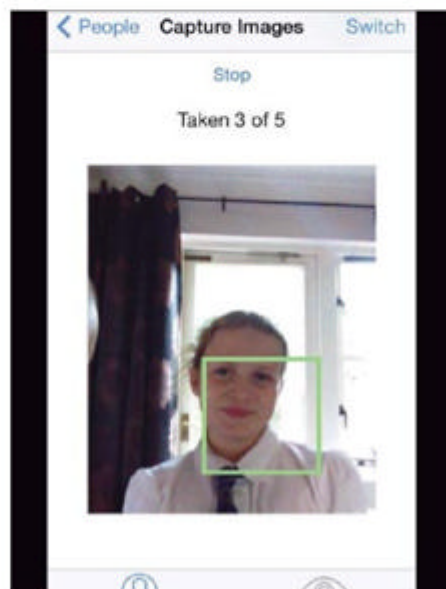
## 1: Set up passcode

Appellancy will need to learn your passcode to work. Activate the app in Settings then lock/unlock your device and open the app icon.



## 2: Add user images

Tap the '+' icon and enter the intended user's name. Tap OK to create a new entry and then select it to start the face capture process.



## 3: Taking pictures

The app will use the front-facing camera and will take five photos. Move the camera around at different angles as the shots are taken.



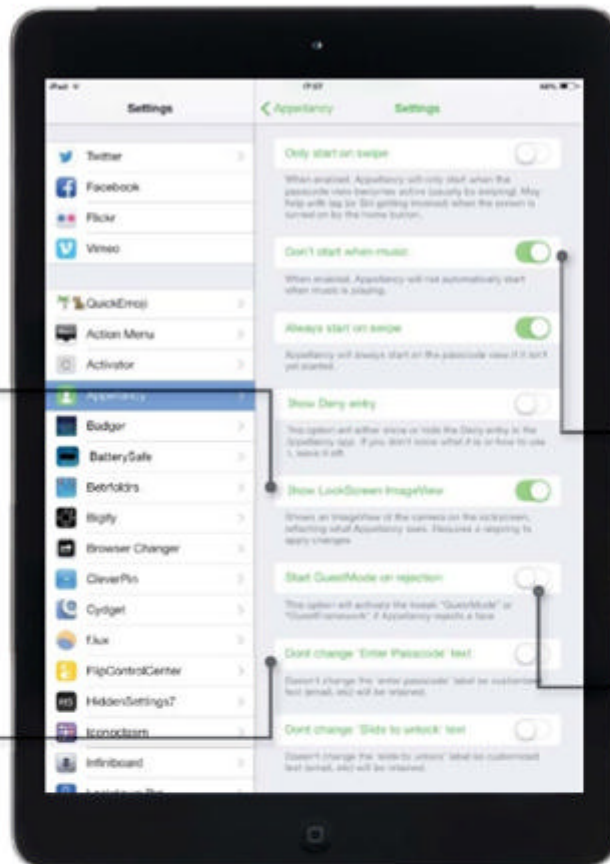


# Appellancy settings

Extra settings in Appellancy

**Show lock screen image**  
When activated, this option displays that front-facing camera feed within the Lock screen. This will appear on the passcode keypad rather than the initial Lock screen

**Change labels**  
With Appellancy you can create custom labels that replace the Lock screen 'slide to unlock' prompt. This option allows you to toggle between default or custom labels



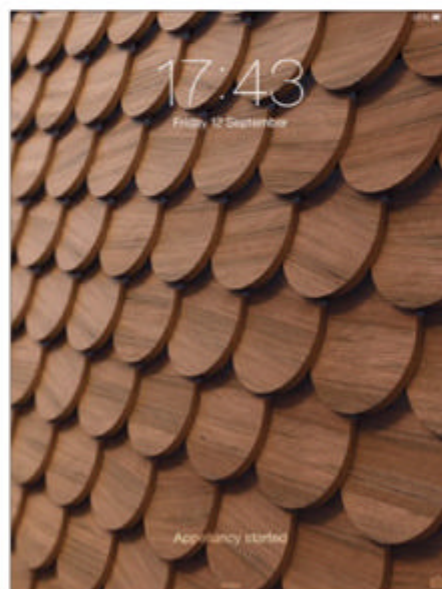
**Battery warning**  
Due to the nature of the Appellancy tweak you should expect a noticeable hit on your iPad's battery life. So if your device is quite old and the battery life is significantly less than that in the newer models then you might consider giving this particular tech moderation a miss.

**Further options**  
There are further options that dictate when Appellancy may not be required (when music is playing, for example). Experiment with these to get your optimal experience

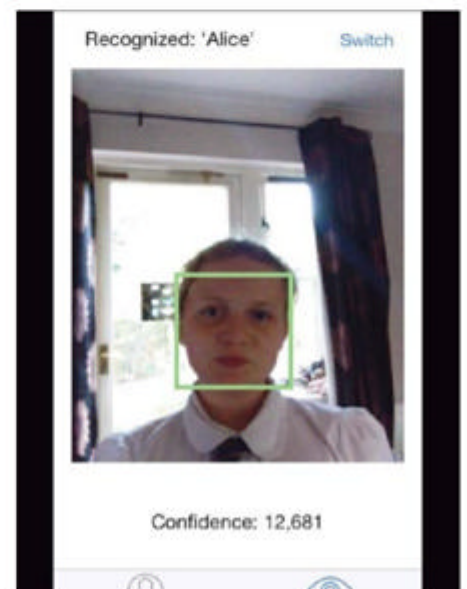
**Activate guest mode**  
If an unauthorised user picks up your iPad, you can force the device to go into guest mode. This limits the functionality of the device while they are in possession of it



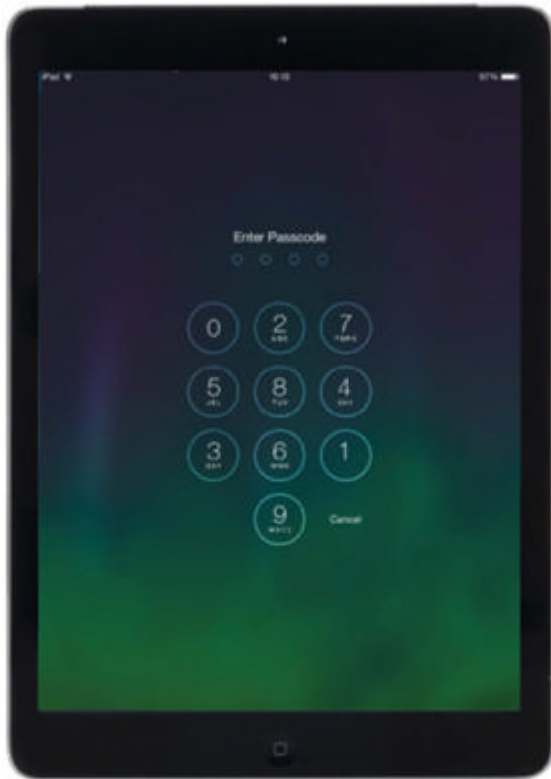
**4: Adding more users**  
The pictures are added to your Appellancy profile. Add more photos by selecting your profile again or add another user via the '+' icon.



**5: Start face recognition**  
Now lock your device and unlock it again. An 'Appellancy started' notification will appear. This will then be followed by a 'recognised' prompt.



**6: Testing profiles**  
Test Appellancy's face recognition abilities by selecting the Recognise option. A switch allows you to change cameras if necessary.



# Make your passcode impossible to guess

A clever app designed to confuse anyone who tries to access your iPad

App used: [ScramblePass](#)

Price: Free



Passcodes are extremely useful for securing your data and for putting off the casual thief, but there is an inherent problem with all tablets that use glass screens. Your fingerprints can possibly stay on the screen which means that if anyone picks up your iPad, they may be able to guess your passcode. You could wipe your screen every time you use your iPad which is inconvenient or you could use ScramblePass which cleverly changes the order of the passcode keys on the lock screen. This means that it does not matter where your fingerprints are because the numbers are in different positions anyway, but it can be annoying having to hunt out the numbers each time. The developer, however, has even thought about this by letting you manually scramble the keys if you are leaving your iPad alone. This means that the correct order is kept in place at all other times thus offering the best mix of convenience and security for any iPad owner. This app is clever, simple to use and very effective.

## ScramblePass Conceal your iPad passcode



**1: Install ScramblePass**  
Search for 'ScramblePass' in the Cydia library and install it in the usual way. It is completely free of charge and small in size.



**2: Locate the app**  
ScramblePass will be displayed in the Settings menu in the left-hand column. Select it to see which options are available to you.



**3: Your unlock method**  
Tap the 'Enabled' icon at the top and then select the 'Scramble Trigger' option. You can now choose 'Every Unlock' or 'Manually'.



## Some logical settings

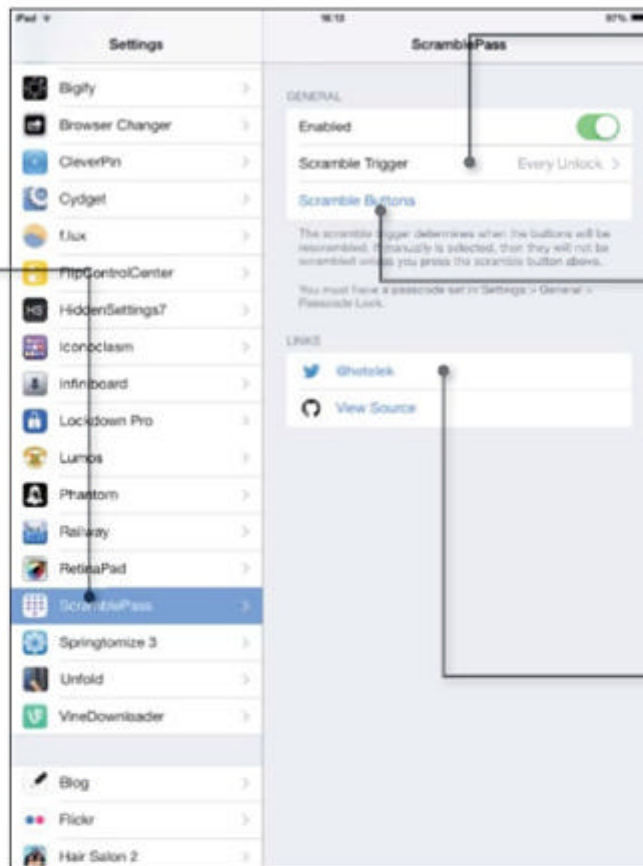
Set up ScramblePass to protect your iPad every day

### Just the settings

Like so many Cydia solutions, ScramblePass sits purely in the Settings screen ready to use when you want to make some changes

### One option among many

This app performs one function extremely well, but there are many alternatives available in Cydia. Some can input fake passcodes, use the current time as a passcode or even let you lock individual folders which may include sensitive information. Your iPad can now remain exceptionally secure all the time.



### Scramble every time

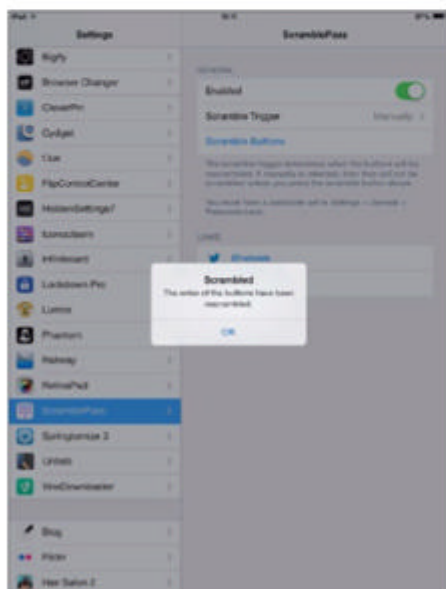
You can choose to have the order of the passcode buttons scrambled in different ways every single time the iPad is turned on

### A quick touch

Tapping this option will perform a manual scramble of the passcode buttons, which is handy if you prefer to not use the automatic option

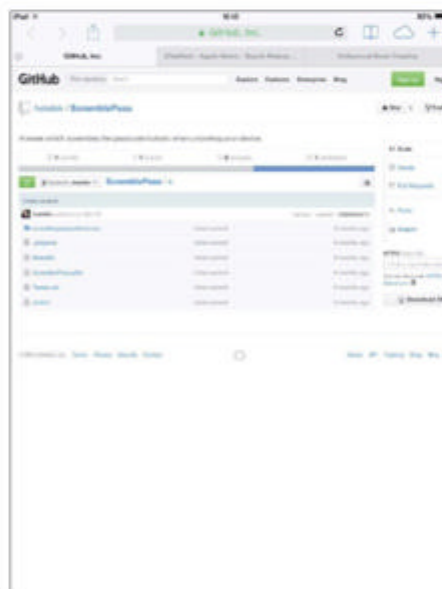
### A helpful developer

You can contact the developer on Twitter or view the app source code using the options at the bottom of the ScramblePass screen



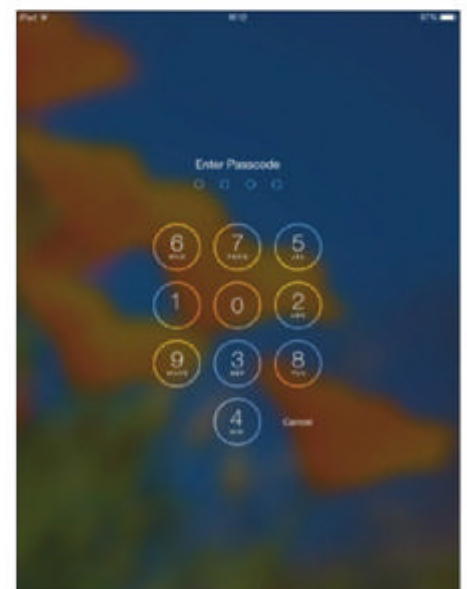
### 4: A quick scramble

Tapping 'Scramble Buttons' in the main settings screen will let you quickly change the order of the buttons when leaving your iPad.



### 5: The source code

The developer has also kindly left a 'View Source' option in the settings which lets you see exactly how the app was built for the iPad.



### 6: Scrambled keys

Whether you choose the manual or automatic option to scramble the keys, the end result is still a very secure lock screen for your iPad.





# Explore intelligent iPad security options

Automatically switch off the passcode when it's not needed

App used: [CleverPin](#)

Price:  
£1.19/\$1.99



iPad users tend to carry around all kinds of important data on their devices, so having a passcode is something of a necessary precaution.

There are times, however, when a passcode can be surplus to requirements and so it can become a niggling annoyance, especially if you're repeatedly performing quick tasks on your device. CleverPin is an app that presents a solution to this by making your iPad request your passcode intelligently. You can have the app automatically disable the passcode whenever you're on a trusted Wi-Fi network (ie at home). It can also switch off the passcode when you're listening to music or when your iPad is on charge. The app can also reactivate the passcode after a preordained period of inactivity. By applying intelligent passcode locking you're not actually jeopardising the security of your device, you're simply being more selective in how it's being applied. It's the kind of tweak that you never knew you wanted until you actually try it for yourself.

## CleverPin Smartly secure your device



### 1: CleverPin settings

CleverPin is not an actual app, but lives in the Settings section on your iPad. Open Settings and scroll down to the entry for CleverPin.



### 2: Activate CleverPin

Toggle the Enabled option On, along with the required conditions for when the passcode should be disabled.



### 3: Select a network

Tap on the Networks option to select one. You can use your current network or manually add a network by using the upper right option.



# Taking full control of CleverPin

Explore various ways of bypassing passcode

## Trusted networks

As mentioned previously, you can deactivate the passcode when connected to a trusted network. To remove a network, swipe across it in the list of added networks

## Airplane Mode

A self-explanatory option – activate this tweak and CleverPin will suppress the need for the passcode lock when your device is in Airplane Mode

## Flexibility is the key

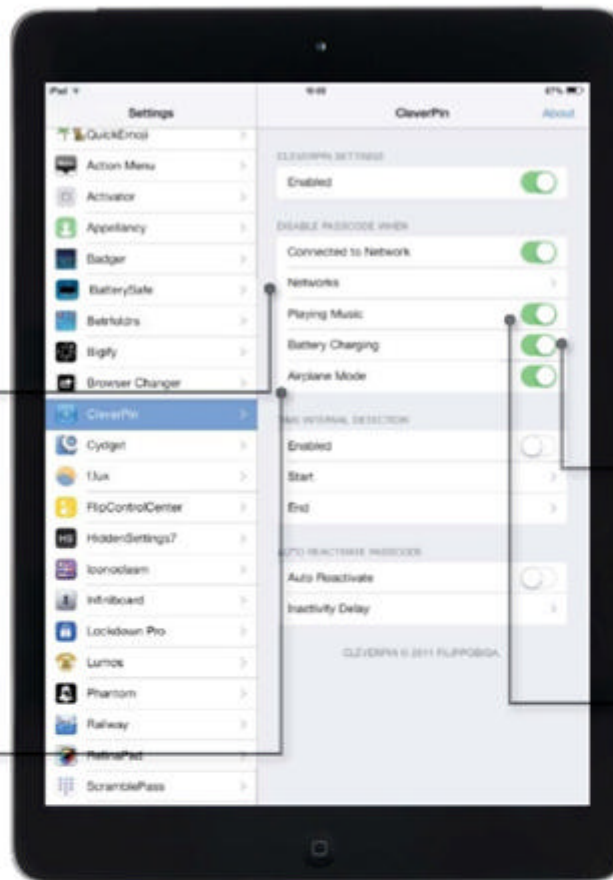
The best thing about CleverPin is the way in which the passcode requirements can be disabled when your device is connected up to a power source or when it's being used to play music. So you can tailor the tweak to activate when the security of your phone isn't likely to be compromised.

## Playing music

When playing music, it can be a real annoying to have to enter the passcode to make quick audio adjustments. Select this option to bypass the passcode in these instances

## Battery charging

When charging your phone, it's likely that it is in a safe location. This option switches off the passcode requirement when your device is charging up



## 4: No more passcode

You can now lock and unlock your device. When you're connected to your selected network, the phone will bypass the passcode.



## 5: Set a time interval

You can also disable your passcode for a time interval. Scroll down to Time Interval Detection in the CleverPin settings and set your times.



## 6: Automatic reactivation

CleverPin can also reactivate your passcode if your device is left inactive. You can toggle the required amount of time in the Settings menu.



# Lock-screen Twitter trends

See what topics are trending without having to unlock your device

App used: [Daily Dash](#)

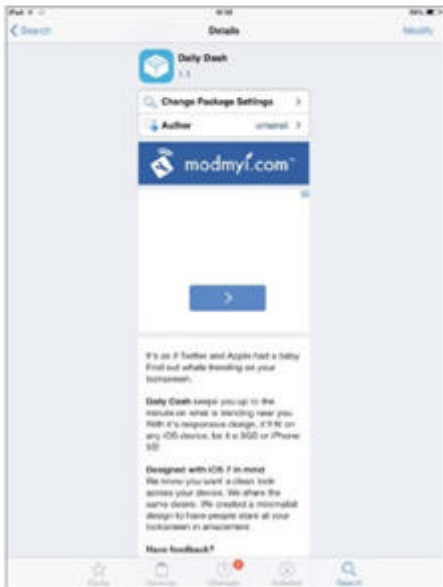
Price: Free



**Jailbreaking brings with it a variety of tweaks and additions to the iOS experience.** Some of these are focused on providing a practical function to your device that may have been previously unavailable. Other tweaks are more about making your iPad do something 'cool'. Daily Dash is a Cydia app that falls somewhere between both of these ideals. Its sole function is to provide a list of the top three trending Twitter topics in your area and place them directly on your Lock screen. The app will make occasional updates with regard to the listed topics and will also use your iPad's location data to pull in the relevant Twitter trends. At the moment, the app will only display the top three trends; this appears to be a choice of design rather than a limitation. Either way, Daily Dash provides a quick and fun way to tap into the current trending topics. The app is a free download and more information about it can be found by visiting [dailydashapp.com](#).

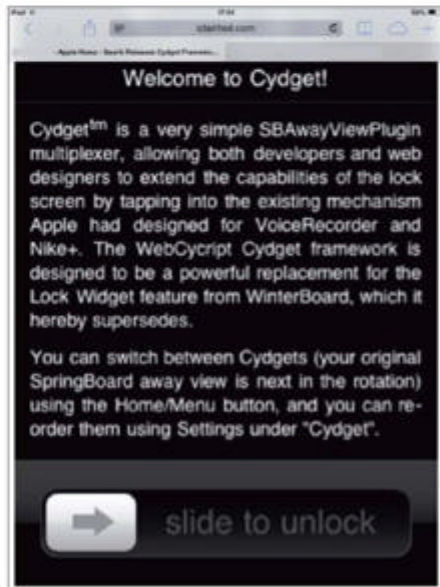
## Daily Dash

See what's going on at a glance



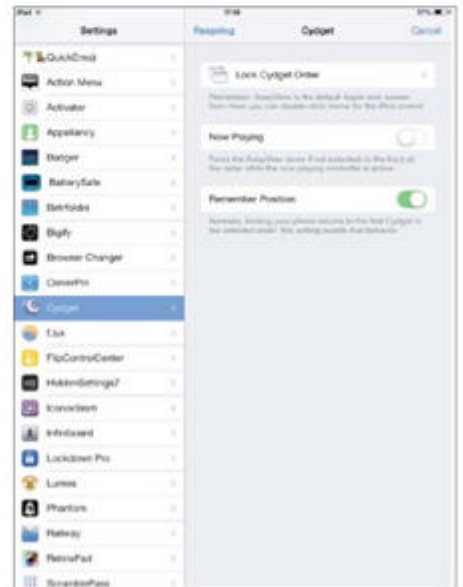
### 1: Install Daily Dash

Open Cydia and search for Daily Dash. Tap the Install button to download the app and install it, then tap the Restart Springboard option.



### 2: Welcome to Cydget

When the iPad reboots, a message will appear. This is your introduction to Cydget, which delivers Daily Dash to the Lock screen.



### 3: Setting up Cydget

Open Settings and scroll down to Cydget. Select the Lock Cydget Order. This will then show the available Lock-screen displays.





# Daily Dash and Cydget widgets

Add Lock-screen widgets with Cydget

## The Cydget menu

Cydget allows widgets like Daily Dash to appear on the Lock screen. Open Settings>Cydget>Lock Cydget Order to view the available widgets stored on your device

## Selecting Widgets

Tap an item to activate it. When multiple widgets are selected, you can press the Home button while the device is locked to cycle your way through each widget in order

## Location based

Whether you're at home, on holiday or away on a business trip, the Daily Dash app will find what is currently trending around you based on your location and you can refer to and become aware of these trends simply by glancing down at your phone. What could be easier?

## Ordering widgets

You can also predetermine the order of your widgets by long-pressing on the right side icons. You can then drag each entry into the preferred order of use

## Add more widgets

You can add more Cydget widgets from Cydia by selecting Sections>Addons (Cydget). As an example, a Photo viewer (called PhotoExample) is included with Cydget by default



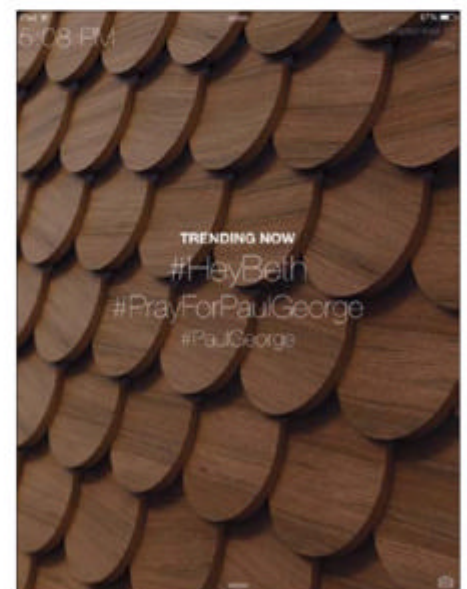
## 4: Activate Daily Dash

Activating Daily Dash is as simple as tapping the option here. A tick will appear once it has been activated. Drag it up, if needed, to show it first.



## 5: Respring your device

Any changes are not immediate. You will need to 'respring' your device first. Tap the top-left option to go back, then select Respring.



## 6: See what's trending

Your iPad will perform a soft reboot. Once the device comes back to life, your Lock screen will display the trending topics in your area.



# Add a flashlight to your iPad's Lock screen

A simple app that will add a convenient Lock-screen flashlight to your iPad

App used: [Lumos](#)

Price: [Free](#)



Lumos is a very simple solution, but it's one that you will likely use multiple times a day once you have installed it and chosen your preferred settings. It adds a simple icon to your Lock screen which you can tap to enable a flashlight in those times when one would be very handy or even crucial. You can choose the exact position of the icon and also spend some time setting up the style and design which lets you personalise the experience to your preferred tastes. Remember that if you have other Lock screen apps enabled on your iPad, the icon may not show up so don't panic if this happens to you after setting up Lumos. You will need to spend some time seeing what else is enabled and then disable them to see where the clashes are happening, and then make a decision as to which tool is the most important to you. This app is, as we said, very simple and is designed to do just one thing so you can set it up and forget about it. It actually offers a feature Apple should have already built in.

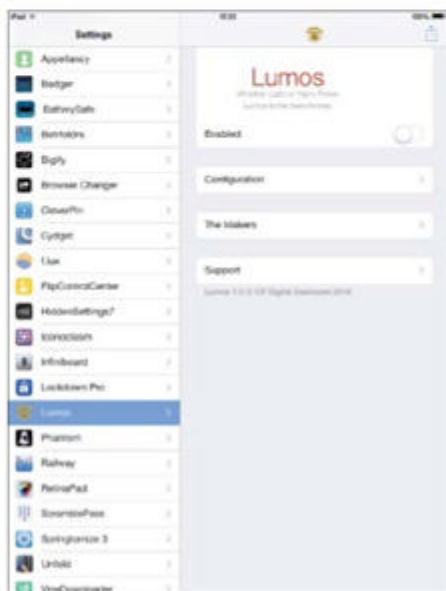


## Lumos Add a useful flashlight



### 1: Install the app

Go to Cydia, tap the Search icon at the bottom and then enter 'Lumos' in the search field. The app is free so simply download and install.



### 2: Locate the settings

There is no home screen icon for Lumos so go to Settings and scroll down until you see the Lumos option. Tap it to proceed.



### 3: Enable the app

If you tap 'Enabled' at the top you can just leave the app running, but there are some useful settings you can tweak to make it work for you.



## A simple interface

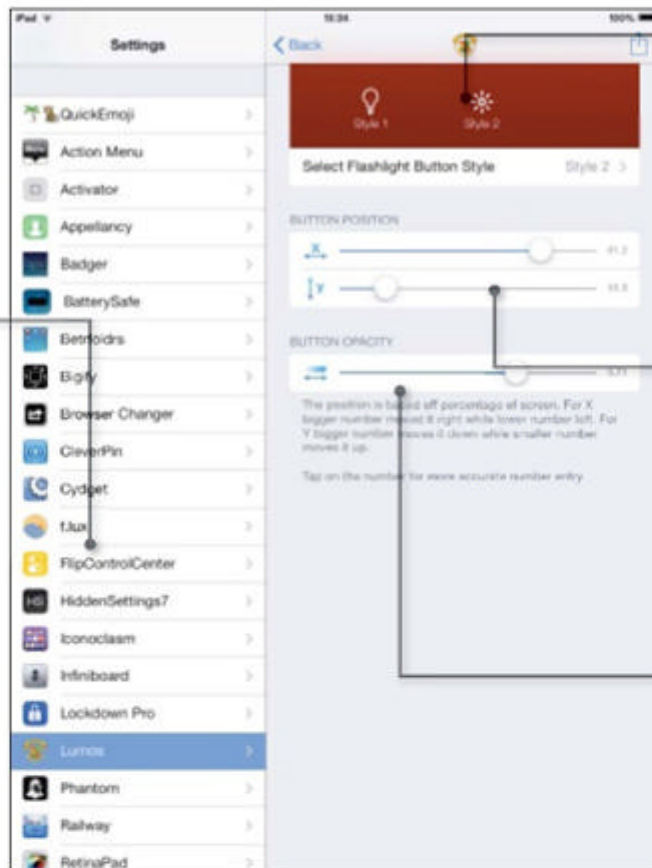
Make the Lumos app look and work the way you want it to

### Not an app

Lumos resides in the Settings menu and is not a traditional app as such. It is still, however, easy to set up and use

### Alternative apps

If you do not like the way Lumos works, there are a number of alternatives available in Cydia such as Flashlight, flashlightProWidget and FlashCam. As usual with a jailbroken iPad, there are lots of choices available to you within the Cydia library.



### Your preferred style

You can choose from two styles in Lumos. One looks like a light bulb and the other a more traditional flashlight

### Set the position

The X and Y axis positions are shown and come out from the bottom left-hand corner of the Lock screen. Take your time with these

### The opacity

You can also set the exact opacity for the Lumos icon on the Lock screen. Try not to make it almost invisible



### 4: Choose a style

Tap the Configuration option and then 'Select Flashlight Button Style' to choose between the two options. Style 2 is the more obvious design.



### 5: Move the sliders

You can now move the sliders at the top to change the button position or the bottom one to tweak the opacity to your preference.



### 6: Get some support

Tap the Support option at the bottom of the front screen to send an email to the developer. Simply describe your problem and send.





# Customise your iPad interface

Make a huge number of modifications to your Home screen, folders and more

App used: [Springtomize 3](#)

Price:  
£1.77/\$2.99

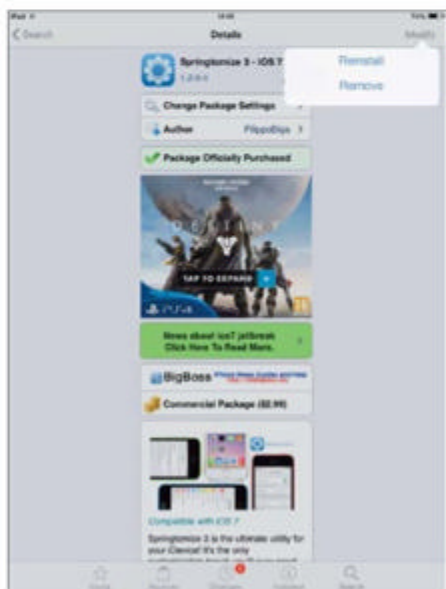


One of the main pleasures of jailbreaking is being able to customise the interface to work the way you want it, or to add new features before Apple gets round to including them in iOS. The only fly in the ointment is that the more tweaks you install, the greater the chance of some of them not co-operating. That was surely a consideration for the developers of Springtomize, which offers more customisations than any other single app. In fact, this one app can easily replace three or four other jailbreak tweaks. It is a paid-for app, which means going through the usual Cydia store process of confirming your identity before getting to the checkout. Then you can change things such as the opening animation speed of apps. Icons on the dock can be altered and animated, or even shrunk to create more space. If you find there is too much information in Control Centre, you can limit which toggles appear. There are tweaks for everything, from icons, pages and the status bar to the app slider and Lock screen.

## Springtomize 3 Completely tailor your iPad's appearance



1: Search and select  
Tap on Search in Cydia and enter 'Springtomize 3 for iOS 8'. Tap it and then tap on Purchase. Select Facebook or Google for authentication.



2: Pay up and install  
Select a payment process, tap Install and then Confirm. It will download and install. Tap Restart Springboard, then find the app icon and run it.



3: Speed everything up  
Not happy with how long iOS animations take? Tap on Animations and then adjust the slider to make them almost instantaneous.

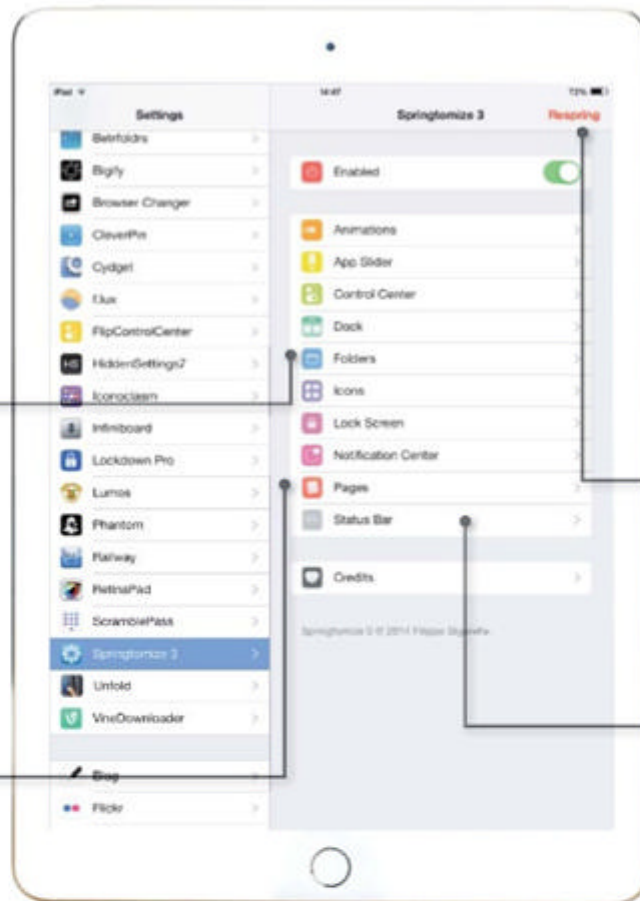


# Using the tweaks in Springtomize

Customise the interface your way

**Make transparent folders**  
Tap on the Folders icon to have a look at the options here. These include creating nested folders and making the background to them transparent. You can also speed them up

**Pack in more details**  
You can fill up the Springboard by shrinking the icon sizes and then adding extra rows or columns. Tap on Pages, rather than Icons, and change the sizing and padding



**In the dark**  
A recent update to the Springtomize 3 app has seen numerous tweaks and enhancements introduced, one of the most significant being a dark background to folders in addition to the normal, light translucent appearance, as well as numerous bug fixes and performance improvements.

**Activate tweaks**  
Tap Respring when you have made all your adjustments, to restart the Springboard and implement all the tweaks. Most need this to work fully

**Clean up the status**  
The status bar can be too busy at times. To cut down on icons, tap on Status Bar and disable the ones not needed. Also, you can create a custom carrier



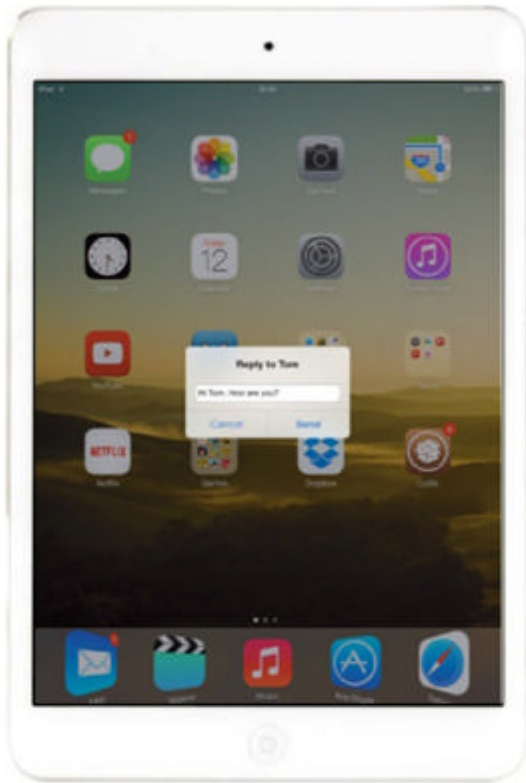
**4: Make the dock flow**  
On the main screen, tap Dock. Scroll down to Coverflow and tap Enabled. Tweak the Factor and Perspective settings to your liking.



**5: Change the Lock screen**  
Now tap Lock Screen, then Slider Style and Custom Text. Go back out and enter your customised slider message in the text field.



**6: Make icons transparent**  
On the main menu, tap Icons. There are a lot of options here but to give your icons a retro look, tap Icon Image Effect and select Faded Colors.



# Interact with notifications as they arrive

Deal with notifications on the Home screen or a custom-designed area

App used: [Badger 7](#)

Price:  
£0.99/\$1.49



If you've ever used the notifications system and thought to yourself, 'well, that could be better', then you should pay heed to one of the latest jailbreak tweaks to be updated for iOS. It might be that Badger 7 isn't actually any better than what you get from Apple, it's just different, but that might make all the difference to you. Currently a notification arrives and is either dealt with as a banner that fades away or a message that stays on the screen demanding your attention. Then a badge counter is added to the related app's icon so you can see something has happened, which is useful if you missed it in the first place. Where Badger comes in is that you can read and interact with the notification without going into the app itself. You can read, reply, delete or, if the sender has contact details on your phone, call back. The other feature of Badger is that it collates all the recent notifications from all apps into one handy screen so that they can all be seen simultaneously.

## Badger 7 Instantly respond to notifications



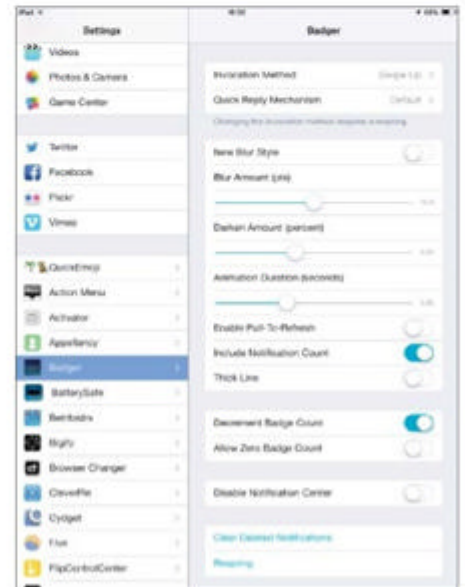
### 1: Find and confirm

Tap on Search in Cydia. Enter 'Badger 7' and tap on the result, then Purchase, then authenticate yourself with Facebook or Google.



### 2: Pay and install it

Use the payment options and then tap Install. Badges comes with Activator for configuring a gestures. Tap Confirm to download.



### 3: Configure the settings

First check which notification system you want to use. Go to Settings and scroll to Badger. Tap to select and then tap on Invocation Method.





## Configuring notifications

Set how you are notified

### Visual enhancements

In Badger's settings you have a surprising amount of freedom to customise the notifications interface. You can change many aspects, such as the blur amount, darken amount and animation duration for the badge overlay in order to tailor the notifications to suit your needs.

#### Update the notice

This is off by default but by turning it on, you can pull to refresh the screen so that further messages or notifications from the same source are added

#### Clear out the old

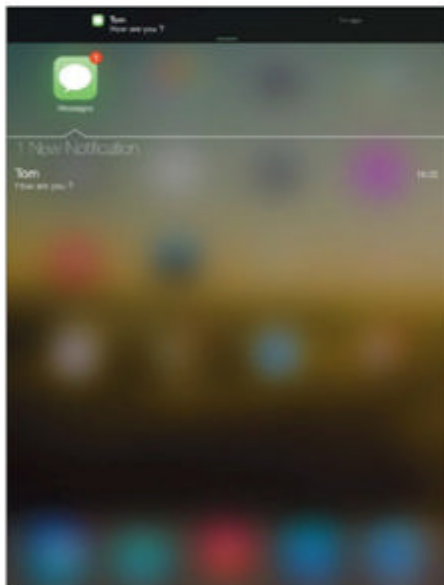
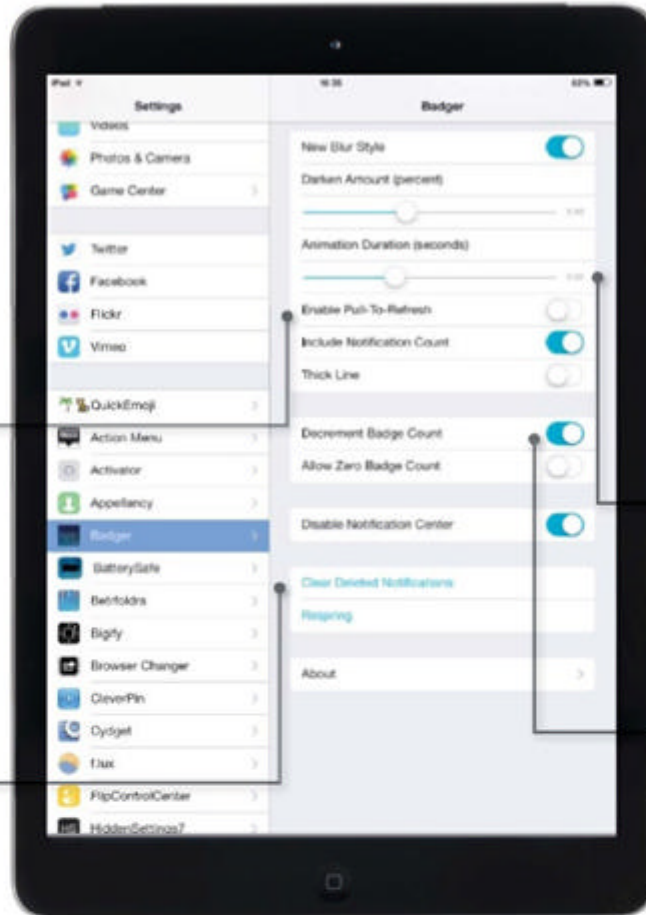
One of the options on the Badger screen is to delete the notification. With this set to on, it means the notification will be removed from the relevant app as well

#### Speed it up

This is the speed of the animation when opening the Badger notification screen. On older phones it's worth making this a shorter time to make it happen quicker

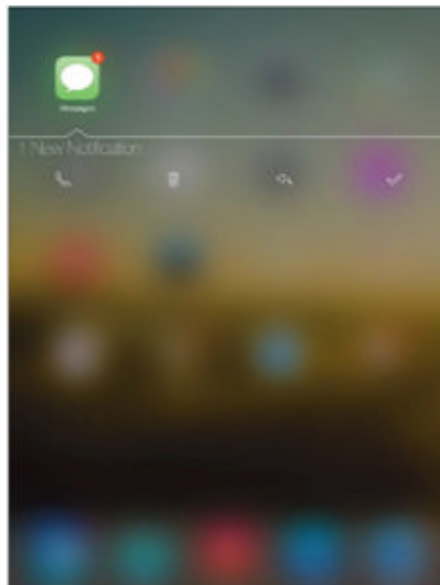
#### Counting down

Once you have opened a Badger notification, the badge count is automatically reduced. If you want to keep the badge count, you can turn this off



#### 4: How to use the system

When a notification arrives, instead of tapping the icon, perform the activation method over the icon. This brings up the interaction screen.



#### 5: Answer the message

Slide sideways on the sender's name to reveal options to delete, acknowledge, reply or call the contact, if their details are in your iPad.



#### 6: Access Badger HQ

You can access all recent notifications in one place through Badger HQ. Use the Activator app to create a method to initialise it.



# Customise the Control Centre in iOS

Add, remove and rearrange Control Centre switches to tailor it to your needs

App used:  
[FlipControlCenter](#)

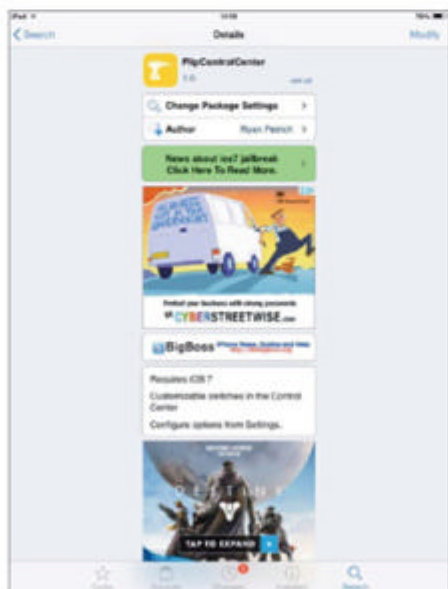
Price:  
Free



The Control Centre, activated by pulling up from the bottom of the screen, is one of those great ideas that Apple finally implemented after similar features had been available in the jailbreak world for years. As usual, though, it isn't customisable; you can't change the look or what toggles are used and what order they are in. Thankfully, renowned jailbreak programmer Ryan Petrich has produced a free tweak that lets you change things to your liking. A couple of other packages offer similar benefits, but the one used here is Ryan's FlipControlCenter which is free from Cydia. The first thing to note is that there are a lot more toggles available than in the standard Control Centre. If you do a lot of jailbreak app testing or Springboard customisation, then having a Respring toggle is very useful, as is being able to turn Hotspot on and off if you need to share your internet connection regularly. As well as selecting new toggles, you can remove ones you don't want and increase the overall number with extra rows and pages.

[FlipControlCenter](#)

Add different toggles



**1: Install the tweak**  
Launch Cydia and tap Search, then type in 'FlipControlCenter'. Tap on Install and Confirm to download, then Restart Springboard to reboot.



**2: Into the Settings**  
There's no app icon, so open Settings and scroll to FlipControlCenter. Tap this and then 'Suppressed from Lock Screen' for a toggle list.



**3: What you don't want**  
Tap any of these toggles to remove them from Control Centre when it is activated at the Lock screen. Tap on Back when finished here.



# Enabling active switches

Special configurations for certain toggles

## Suppressed from Lock Screen

One of the more intriguing options from the settings screen, this allows you to disable the ability to toggle items while Control Center is open on the Lock screen. You'll still see the toggles but they will be inactive. Each toggle can be suppressed on the Lock screen here.

### Controlling Respring

The Respring options are to restart the Springboard, completely restart the iPad, turn the power off or go into Safe mode. Different results can be configured for tap and hold

### Extra pages

Like the top shelf, the bottom one now has extra pages. Use the drag handles to rearrange the order, or drag from the Disabled selection to add them to the page

### Change the functions

The bottom shelf can be used for toggles as well as functions or apps and you can get more on there besides the standard four. Go back out to the main settings to change

### Extra switch options

Some switches have more options, viewed by tapping the right arrow. Here the flashlight can be set to low power or a strobe effect



## 4: Activate and disable

By default, FCC adds two pages of toggles. Tap on Active Switches and use the control handles to change the order of toggles.



## 5: Number of icons

The standard setting has no toggle settings selected. Tap on Switches Per Page and you can select a lower number or selection unpaged.



## 6: Reset to first page

Close the second page of toggles and the Control Centre will reopen to that page. To reset to the first page instead, tap Open To First Page.



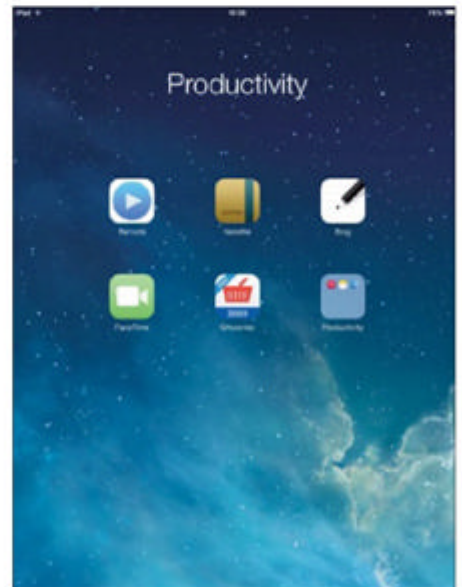
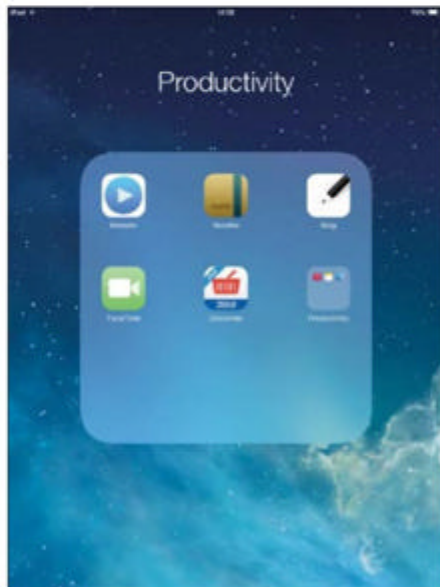


App used: [BetrFoldr](#)



Previously there was a limit to the number of apps could be placed in a folder. iOS 7 has no such limit. Despite was inevitable that the jailbreak community would crave flexibility. BetrFolder is a tweak that offers a number of but effective additions to what can be achieved with With the app installed you can now close a folder by a pinch-to-close gesture on the display. From a visual ctive you can also remove the frosted background ch folder. This can be applied to the Home screen, the d-in folder view or both. With the right background in is can make for a more aesthetically pleasing screen. BetrFolder you can also create folders within folders by ng one app on top of another within the same folder. It a little fiddly but if you have various apps based around e then it's a great way of keeping everything organised.

BetrFoldr | Tweak your app folder settings



Activating Clear Background removes the blur effect normally shown around apps in a folder, adding clarity.



# Work with BetrFoldr

A closer look at the app in action

## Going deeper

The beauty of the BetrFoldr app is that you can create folders within folders – and then some! There is apparently no limit with how deep you can go with creating additional folders within the sub-folders you have already created, so you can have all your apps on one screen if you like.

## Clear backgrounds

With the clear folder background option activated, the background blurred effect is no longer visible. As a result, your wallpaper won't lose its impact any more

## Nested folders

In this example we have created folders within folders. You can only create a nested folder by combining two apps – you cannot drag one folder into another to do so

## Naming nested folders

It's also possible to give your nested folders different names to help further organise your apps. The folder naming process is the same as normal

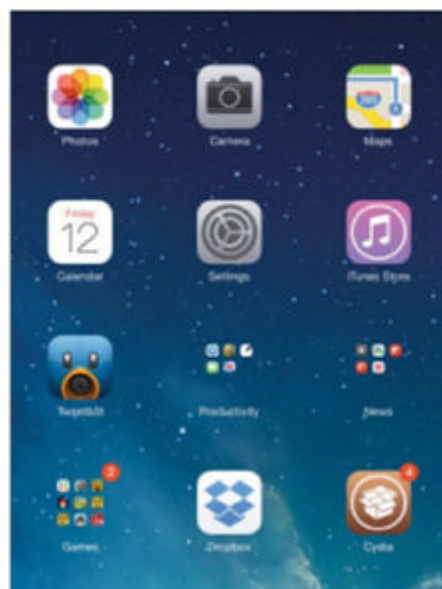
## Deeper nested folders

You can even create nested folders within nested folders. Unfortunately, these deeper folders may appear invisible from the upper levels



## 4: No wallpaper zoom

This is a subtle effect. When a folder is selected, the wallpaper normally zooms in slightly. Use this option to deactivate this feature.



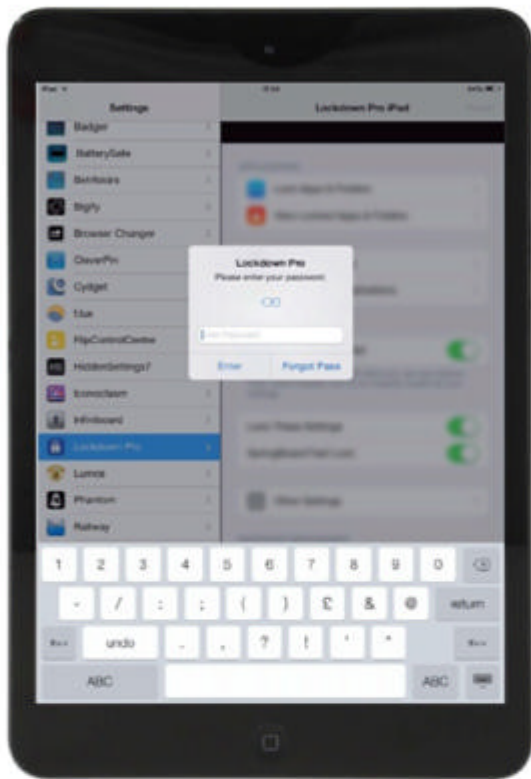
## 5: Clear folder icons

The blurred folders of iOS 7 can have an unwanted effect on wallpapers. With this option the blurred effect can be deactivated.



## 6: Applying clear folders

Unlike the other options, you need to respring the device to apply the clear folder effect. Use the Respring option in the settings to do this.



# Secure your data with an extra safeguard

Add a password to protect specific apps and folders on your device from potential snoopers

App used: [Lockdown Pro 7](#)

Price:  
£1.19/\$1.99



The problem with Lock screen passcodes is that they make accessing your iPad more cumbersome than it needs to be. What you want is something that balances security with speed of access and the best way to get this is to use a system that only locks the things you want kept secure. Got a folder full of important documents, but don't want to lock up the rest of the phone? Want to keep all those photos from the weekend private? Well you can with the Lockdown Pro jailbreak tweak. You can also do something even more sneaky – hide apps from view and use an Activator gesture to launch them. If an unwanted guest doesn't know the app is there, they can't use it. You can also stop apps from being moved around the screen or deleted and any app that is locked won't broadcast using notifications. Another advantage is being able to activate a lock after a set period of time. There are a number of different versions of this app; just make sure you look for 'Lockdown Pro for iOS 8' in the Cydia store.

## Lockdown Pro Create custom passwords for apps



**1: Get the right lock**  
Search for 'Lockdown Pro' in Cydia and tap the entry for iOS 8. Tap Install, authenticate and purchase before downloading and installing.



**2: Access the settings**  
Once downloaded, restart Springboard. Open Settings, scroll down to the Lockdown Pro section, then tap Setup Lockdown Pro.



**3: Use letters instead**  
By default, the passcode system uses numbers. However, if you also want to use letters, toggle the Numeric Password setting to off.





## More options for security

Lock certain apps in place and more

### Lock the icons

Toggle this setting to on to lock an icon in place on the Springboard. Then, in wiggle mode, it can't be moved. Turn on Lock App Deletion for more security

### Delay locking apps

Use this setting to enable mass-unlocking of locked apps at once. When the iPad goes into sleep mode, then all the locks are automatically reactivated

## Multiple passwords

One of the best features of Lockdown Pro is the versatility it provides in securing your various apps and folders. You can have different passwords for different apps and folders, so if one password is cracked then you still have several other passwords in place for other items.

### No more notifications

Keep apps from broadcasting by toggling this setting on. Not only will any notification banners be suppressed, no updates will appear in Notifications either

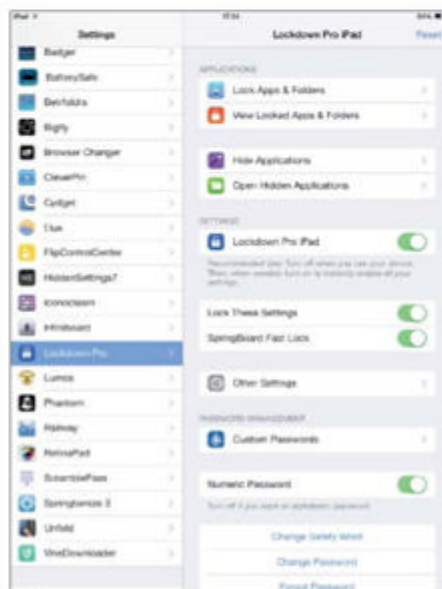
### Unlock folder apps

If this toggle is set to on for a folder, when you unlock it, all nested apps and folders inside are automatically unlocked. It makes unlocking much quicker



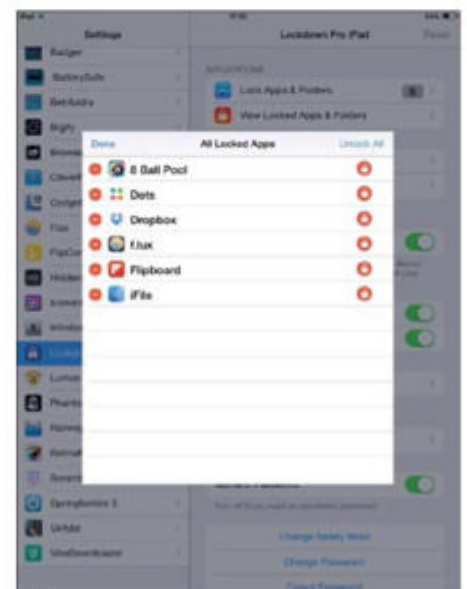
### 4: Set the passwords

Enter the password and confirm it. You can also enter a Safety Word that allows access as well – useful if you forget the actual password.



### 5: Lock up applications

Once configured, other options appear. Tap Lock Apps & Folders and the list is populated. Tap any app or folder to confirm, then lock.



### 6: View and unlock apps

Go to View Lock Apps & Folders to unlock. Use Hide Applications to hide an app entirely. Use Activator to set a custom gesture to view them.



# Install and use new fonts on your iPad

Replace the fonts your system uses with custom-designed ones

App used: [BytaFont 2](#)

Price: Free



While iOS 8 actually has quite a range of fonts available for developers to use, what you the consumer gets is a lot more limited. It's not just that it's down to individual apps as to what fonts they use – you can't change the system fonts at all. That's part of the attraction of jailbreaking and using custom themes. Apply a new theme, get a different look and a new system font. However, suppose you like the iOS 7 icons and simply want some new fonts? Enter BytaFont 2. With this app you have access to a huge range of new fonts on Cydia and can then install them as a system font to replace everything. The clever part is that different fonts can be assigned to different areas of the system – something that isn't possible without a jailbreak tweak. You can either find new fonts in Cydia under the Fonts (BytaFont) category or install BytaFont itself and tap on the Browse function. Fonts sourced either way are installed into the system but aren't active. That's where BytaFont works its magic.

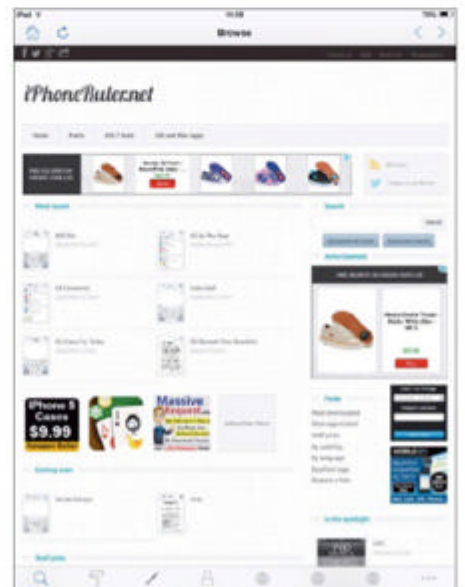
## BytaFont 2 Tailor system fonts to your liking



**1: Install font manager**  
Search for 'BytaFont' in Cydia and tap on the result. Tap on Install and then Confirm. It will be downloaded and an app will appear.



**2: Find some fonts**  
There are two ways to do this. First, go to Cydia and tap Sections. Navigate to Fonts (BytaFont 2). Select a font and tap Install to download.



**3: Browsing new fonts**  
Now launch BytaFont 2. Tap on Browse and then Fonts at the top. Tap iOS 8 to see new fonts. Select one, then tap Install (BytaFont 2.x).

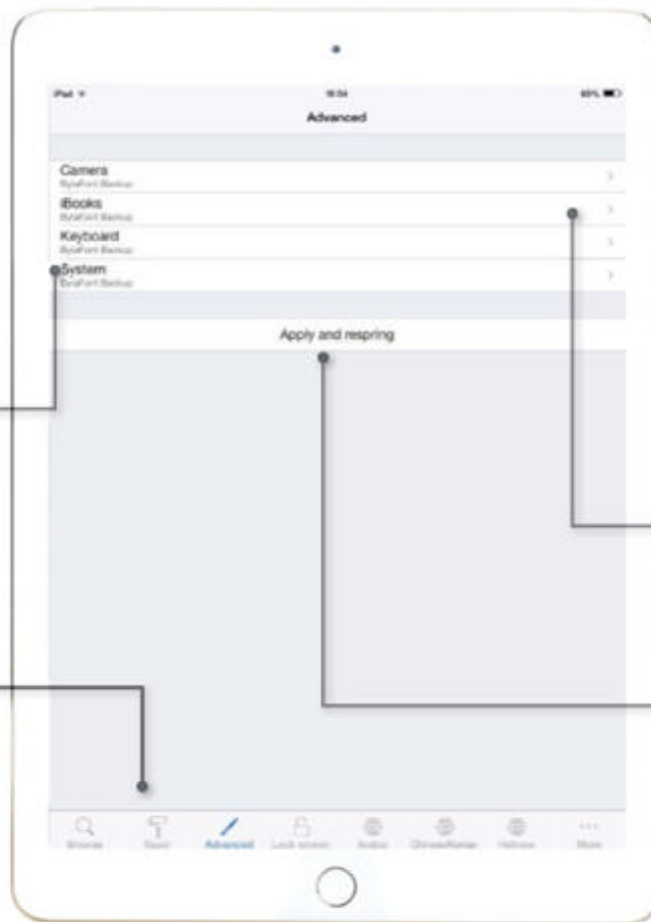


## Explore advanced font options

Configure fonts for each system area

• **Different font areas**  
Firstly tap on Advanced. These are the different parts of the iPad system that can have specific fonts implemented. The installed font is listed underneath

• **Restore the basics**  
If you have had enough of funky fonts, or something goes wrong, tap on Basic and then on Restore BytaFont Backups to revert to the backup fonts. Then uninstall and you're done



**Get more fonts**  
You can download fonts for the app for free on Cydia (in the Fonts>BytaFont 2 section) or via **iPhoneRuler.net**. There are more than 800 BytaFont fonts and you can see recently added and those coming soon under the Browse Fonts tab.

• **Select and install**  
Tap the right arrow to see a list of available fonts. Tap that font to select it for installation. Tap on Advanced to go back and then select another

• **Implement the fonts**  
Unlike selecting a new, general font, the system doesn't automatically respring to install them. This allows you to make changes to each element, then tap here to respring the device



**4: Implement new fonts**  
Tap on Basic at the bottom. This is where new fonts are listed. Tap 'i' to view, or tap the font name then Yes to use it as the new system font.



**5: Change the lock**  
Tap the 'Lock screen' menu and then Font. Here you can specify a Lock screen font, separate from the rest of the system. A restart is required.



**6: More font options**  
Tap the More menu. Any installed foreign language will appear here. Tap Info for help menus and Settings to disable in-app adverts.





# Fall asleep with your favourite music

Stop your music playing after a set period without touching anything

App used: [Lullaby](#)

Price:  
£0.61/\$0.99

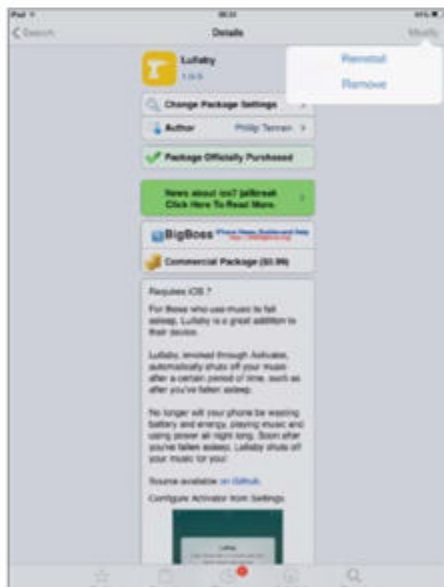


There will be times when you want to fall asleep to your favourite music, but there is always the issue of having to turn your iPad off before you actually drift off. Lullaby is a tool which will get around this problem by letting you set a pre-defined time for the music to play, at which point it will stop automatically and you can sleep in peace. It is not a standalone app, but instead resides within another app called Activator. You can assign Lullaby to be activated with any gesture or key press and with some careful consideration, you should be able to avoid conflicts with any other actions. It largely sits in the background until enabled and we would advise manually setting it every time because it is designed to not remember your setting after it has run once to avoid confusion in the future. Lullaby is easy to use, almost invisible in daily use and it is also extremely reliable so there is no excuse not to be able to drift off to your favourite music artists whenever you want to.

## Lullaby Set a time limit



**1: Buy the app**  
Go to Cydia and search for 'Lullaby'. There is only one app with this name so make your purchase and let the installation process run.



**2: Manage the app**  
If you have any problems with the app or simply want to remove it later on, tap the 'Modify' option and follow the instructions.



**3: Open Activator**  
Go to Settings and scroll down the list on the left hand side until you find Activator. Tap it to see the options that are available to you.



# Lullaby set up

Enabling and customising Lullaby is easy once you know how

## No app icon

Lullaby has no home screen icon and no specific listing in the Settings menu. It resides wholly within the Activator app

## A reasonable time period

When setting a time for your music to play, try to be reasonable and consider how long it usually takes you to fall asleep. Too long and you waste battery and too short a time will cut the music early and likely wake you from your slumber.



## A unique action

Make sure you use a gesture or button press for Lullaby that is not used elsewhere to avoid conflicts with system processes or other apps

## Multiple entries

For any action in Activator, you should ideally not see more than one app or entry assigned to it. Remove one if you have to

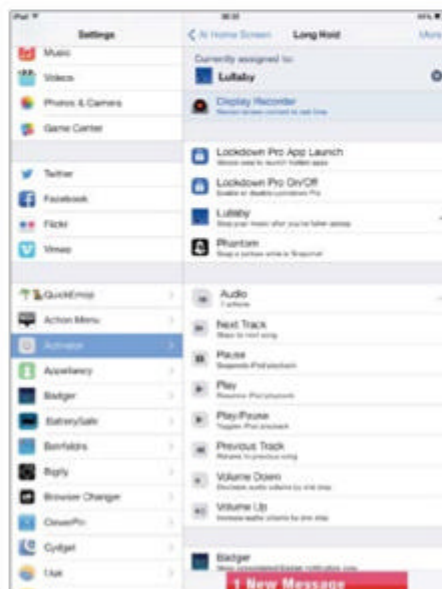
## A simple listing

If Lullaby is not displayed in the Activator list when assigning a new action, you may need to reinstall it to get it working



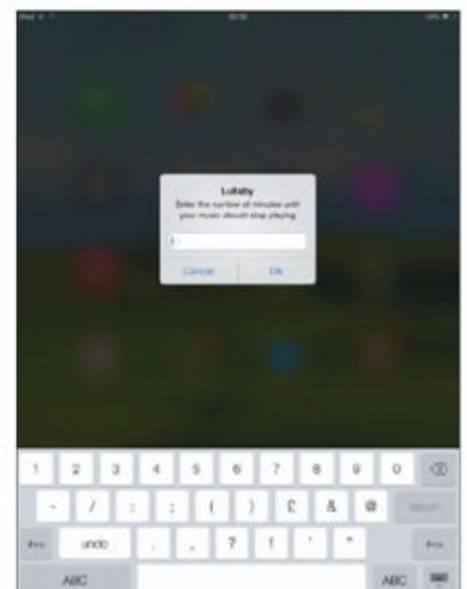
## 4: Choose an action

Look through the options and find an action that you would like to use. The 'At Home Screen' option is a good one for this purpose.



## 5: Choose Lullaby

When you have chosen an action, select Lullaby from the bottom list and it will activate whenever the gesture or button press is used.



## 6: Set a limit

When you activate Lullaby, you can choose how long you want your music to play for before it stops. Set a generous time period.

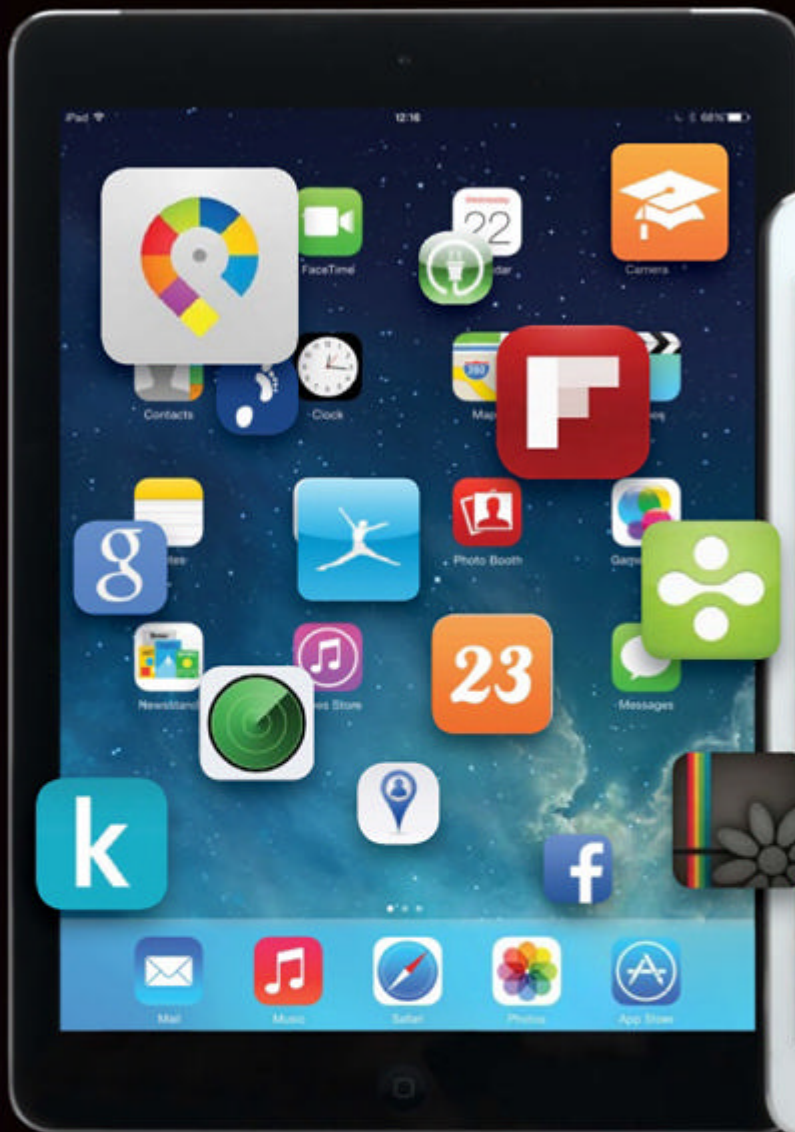


Tips Tricks Hacks Apps



# Essential iPad Apps





Sort the wheat from the chaff with this comprehensive guide to the must-own apps for your iPad

**T**he iPad has been with us for some time now, and the device has become a huge part of our lives. This is because of all the ways it can be incorporated into the things you do every single day. Whether it's organising your finances, planning a presentation for work or simply wanting to watch some old episodes of your favourite TV show wherever you happen to be, thanks to the software and hardware updates that have come with each new generation of the device, the

range of things you can do with your iPad keeps on getting bigger. Games are getting closer to console standard, the Retina display screen means that editing photos is becoming an even finer art and HD video is now a regular feature. Of course the number of apps offering all this is growing by the day, so this guide is designed to help you filter out the apps you don't need with those you really should have on your Home screen. Let's take a look, category-by-category on the App Store.



## 5 essential apps

### Book Creator for iPad

**Price:** £2.99/\$4.99 **Developer:** Red Jumper



If you are a budding author then this app provides all of the tools you need to create your own books on your iPad. Through the intuitive interface you can format text, import images and video and then use the guidelines and snap positioning to fit everything into place. When finished you then sell them.

### Kobo Books

**Price:** Free **Developer:** Kobo Inc.



A fantastically fun eBook store and reader. Kobo combines the millions of free downloads plus cool statistics and a reading profile that you can share. Earn badges for reading achievements, check your total reading-time clock and even engage in debates with others from within the pages of your downloads. Check the stats of books and see what other Kobo users have been reading and saying about them, too.

### 80 Days

**Price:** £2.99/\$4.99 **Developer:** Inkle



Although in the App Store this is classed under Games and not Books, it is actually the perfect amalgamation of the two: an interactive book in which you make all of the key decisions. As Passepartout, Phileas Fogg's loyal valet, you clasp onto your master's coat tails on his merry wager around the globe and decide the route, manage the budget and more. Quite brilliant.

### Comics

**Price:** Free **Developer:** comiXology



The definitive digital comic book collection, Comics is the only app to contain Marvel and DC Comics in the same place. Search for the titles that you love, or look at what's popular and browse by series. The in-app reader also allows you to read comics panel-by-panel for a unique viewing experience.

### Disney Storytime

**Price:** Free **Developer:** Disney

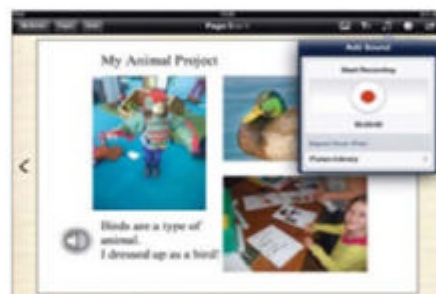


Often enough, your iPad will be a family gadget, and you want there to be something for everyone. This app is intended to help young children practise reading using the stories they know and love from the big screen, including *Toy Story*, *The Incredibles*, and now also the extremely popular *Frozen*.



80 Days is an interactive book with steampunk visuals and role-playing game elements – and it's amazing!

Become an instant published author with Book Creator for iPad

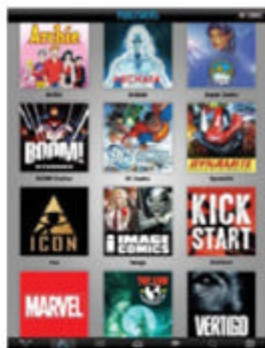


## Books

Before owning an iPad, planning a holiday reading list could be a bit of a dilemma. You would need enough books to keep you occupied while lounging on a sun bed for a week or two, but you were limited by what you could cram into a suitcase. Thanks to today's electronic book apps, you can download hundreds of books onto the iPad without eating into your luggage's weight or space allowance! This gives you more than enough material to read on the plane, before bed and on the beach. Indeed the holiday will be over before you can finish all your downloaded novels.

*“When it comes to books, there's an app for everyone”*

You can download your favourite author's latest epic, catch up on classics for free and keep tots entertained with illustrated storybooks. There are even comic book apps to keep superhero fans happy.



Marvel and DC Comics at your fingertips with the Comics app



The Disney Storytime app retells your children's favourite fairytales



Check your score, earn badges and discuss books using Kobo





# Business

Your iPad isn't just for playing games or reading books – it means business too! There's a whole category on the App Store dedicated to turning your iPad into a valuable business tool. Time is money, so thankfully there is a wide range of apps available to help keep your finger on the business pulse such as apps to record all of your spontaneous thoughts and ideas and transcribe them into text; create, edit and share Microsoft Word, Excel and PowerPoint files; and handle paperwork for your business quickly. If you produce your own apps and books for the iTunes Store then there is even an app to help you monitor your account activity. Get your inbox empty with these apps.

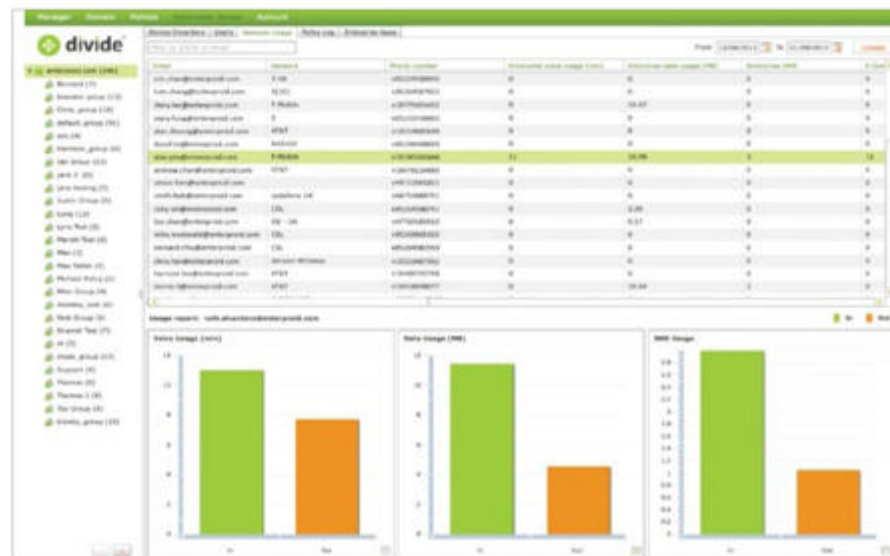


■ Invoice2Go lets you make invoices in whatever style suits you



■ Quickoffice Pro is essentially Microsoft Office in your hand

■ Speak to your iPad with Dragon Dictation



■ Keep your business life safe and secure on your iPad with Divide

## 5 essential apps

### Dragon Dictation

**Price:** Free **Developer:** Nuance Comms.



So much more than a note dictation app, Dragon Dictation allows you to do all the typical iOS-based tasks that you would normally use your keyboard for when you may not have access to it or are in a rush. The app can be used to post to social networks like Facebook and Twitter as well as set reminders and compose emails - all with a touch of the record button.

### Divide

**Price:** Free **Developer:** Enterproid Inc.



Ideal for keeping all that work separate from the personal space on your iPad, Divide allows users to secure all their data in a locked space. This means that should you have confidential information or emails on your iPad. You don't have to worry about being a little less mobile with your device. Just use Divide's separate screenlock and log-in to keep it out of the way.

### Quickoffice Pro

**Price:** £6.99/\$8.99 **Developer:** GE MI



This app may appear to have a hefty price tag, but it essentially gives you Microsoft Office on your iPad, usable wherever you go. The app supports sharing to cloud services so you can create that PowerPoint presentation on the bus on the way home, and then save it to your Dropbox ready to be picked up when you get back to your desk the following morning. The in-app gestures also make editing a simple process.

### Invoice2Go

**Price:** Free **Developer:** Invoice2Go.com



If you have your own business and frequently have to write invoices, you want to have a quick, easy system. Invoice2Go is the ideal solution, as it lets you make your invoices on the spot, so you can do it in the company of your clients and make changes whenever necessary.

### TinyScan

**Price:** Free **Developer:** Appxy



Being able to scan and email documents on the move is an invaluable tool in today's business world – and that's exactly what TinyScan offers. The app uses your device's camera and automatically detects page frames. You can save and send docs in several ways to make it as convenient as possible for the recipient.





## 5 essential apps

### Lumosity

**Price:** Free **Developer:** Lumos Labs, Inc



Lumosity is a great app based around games designed to help improve all aspects of your memory and cognitive function. When you sign up you select what kind of tasks you want to improve on, such as speed of decision making or ability to remember complex information. Lumosity then tailors fun and challenging tasks to help boost your brain power!

### iTunes U

**Price:** Free **Developer:** Apple



Apple has near enough created a portable university, with this app giving you access to genuine courses and materials. Real universities have made their content available, complete with reading lists to download to your device thanks to a link with iBooks. There are also course overviews and objectives to check.

### Coursera

**Price:** Free **Developer:** Coursera



Like iTunes U, Coursera offers free online courses from over 100 universities, with video and audio material. It's unique in the way it connects students, professionals and lecturers on a more personal level, allowing direct communication. There is also the opportunity to learn more practical skills like cooking and machinery.

### TED

**Price:** Free **Developer:** TED Conferences



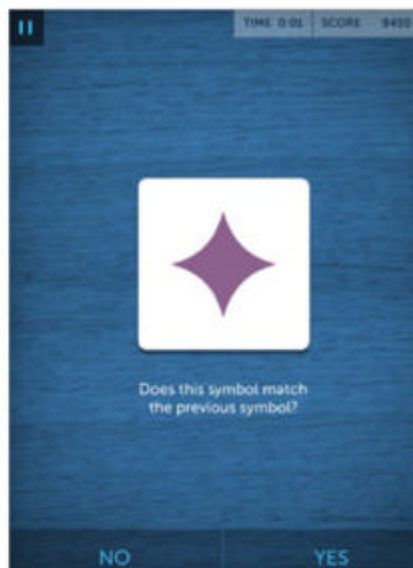
A fantastic place to go to be inspired, the official TED app is full of the best educational talks from a huge range of speakers. Whether it's a famous musician or professor, TED gives users the chance to watch their lectures in full, or listen to the audio. You can then share the talk with others via social networks.

### WWF Together

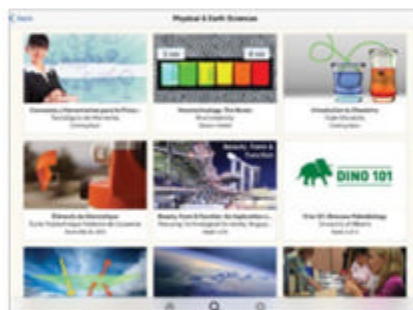
**Price:** Free **Developer:** World Wildlife Fund, Inc



This brilliant free app lets you experience the world's most amazing and endangered animals. Look through the eyes of a tiger, discover the life of the whale and chop bamboo for pandas. It's a memorable and eye-opening interactive ride that raises awareness of the WWF's work.



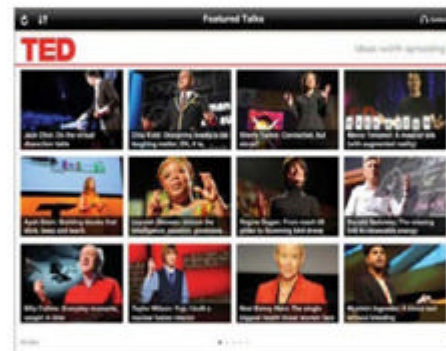
■ Boost many aspects of your brain power with the games in Lumosity



■ Star Walk Kids is the ideal app for teaching young children about the wonders of our galaxy

## Education

The iPad is the perfect platform to help you develop your knowledge of a wide range of subjects. Regardless of your age, there's an app to suit everyone. Babies can be stimulated by simple cause and effect when they tap the screen to trigger pictures and sounds, and toddlers can be entertained and educated by story-telling apps that they can interact with. Seasoned stargazers can use apps to identify stars and constellations in the night sky or explore the wonders of the universe via images of space captured by the orbiting Hubble telescope. In this section we also recommend good apps to use in the classroom when teaching, plus there are some amazing apps out there to enthuse, engage and entertain you when you need a little extra inspiration.



■ The official TED app is guaranteed inspire you, with educational talks by a whole range of engaging speakers



■ Get to know the world's most amazing and endangered animals with WWF Together



## 5 essential apps

### PayPal Here

**Price:** Free **Developer:** PayPal, an eBay co



This useful app lets you log into your PayPal account, accept debit and credit card payments, track cash and cheque payments and issue invoices simply and securely from your iPad. It's a quick and easy way to pay for items on eBay and deal with electronic payments from a wide range of online stores and services. Perfect if you do your business online.

### Cryptonator

**Price:** Free **Developer:** MediaPro UG



With the explosion of cryptocurrencies in recent years, it's hard to keep track of how much your stash of virtual coins is worth. Cryptonator is a simple convertor, allowing you to discover how much your cryptocurrency is worth in comparison to others. Conversion rates update in real time and you can also convert to pounds and dollars.

### MoneyWiz – Personal Finance

**Price:** £2.99/\$4.99 **Developer:** SilverWiz



This personal finance app gives users the ability to stay on top of all their finances. MoneyWiz allows you to set monthly budgets, sync activity across devices so the whole family can see what's going on, and even upload your bank statements. This app is the cover-all money-management app, with multiple account support and the ability to make split payments.

### powerOne Finance Calculator

**Price:** £0.69/\$0.99 **Developer:** Infinity Softworks



This is a great all-round finance app that incorporates an algebraic calculator with fully-customisable spreadsheet templates so that you can calculate and record all through one intuitive interface. You can also create your own sheets from scratch and plot your own graphs.

### Car Manager

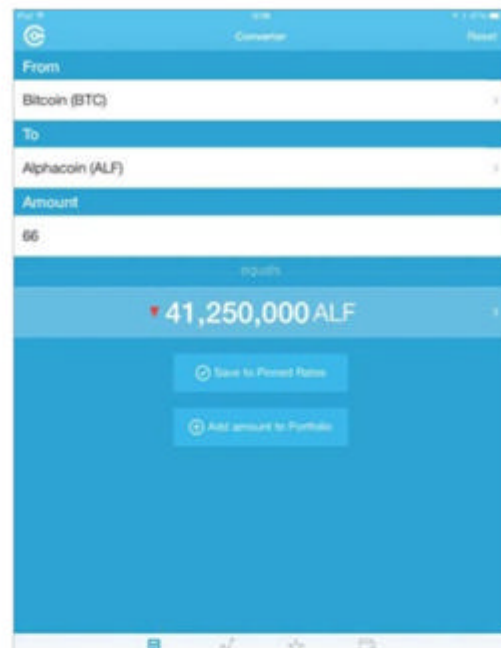
**Price:** £2.99/\$4.99 **Developer:** Kiwi Objects



Something that a lot of us are guilty of is losing track of when our car needs a service. Car Manager is designed to make all this easier by giving users a place to log all the key details of their vehicle. You can log mileage, as well as various service or tax dates – these can be synced with your calendar and reminders set to alert you when the dates are approaching.

## Finance

In these tight times it pays to watch your pennies – and you can do that with help from these essential apps from iTunes' Finance category. They will help you to get a better grasp of the stock market should you decide to invest or enable you to work out how expensive a road trip will be when filling up your car. We'll also feature apps designed to help you keep track of your daily expenses, so that you can enjoy spending money while keeping your account safely in the black. There are also apps that allow you to keep up to date with all the latest share prices and read up on financial news. There is definitely something to suit everyone in the Finance category of the App Store and, by way of a bonus, many of the apps are totally free, which is always helpful.



■ Cryptonator is a must-have app for users of cryptocurrencies

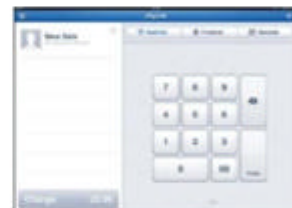
“Enjoy spending money while keeping your account in the black”



■ Never worry about an MOT again with Car Manager in your life



■ MoneyWiz guards your finances



■ Monitor PayPal transactions



■ Get apps to help calculate your monthly incomings and outgoings





## 5 essential apps

### Evernote Food

**Price:** Free **Developer:** Evernote



Designed to help you document all of your cooking and dining experiences, Evernote Food allows you to save recipes, photos and notes and share your most delicious meals with the world. If you are planning an event then this app is especially useful for keeping all of your culinary plans and ideas in one place.

### Epicurious

**Price:** Free **Developer:** Condé Nast Digital



Through this app you can effortlessly find inspiration for new dishes to try. When you find a recipe you like the look of you can instantly get all of the ingredients transferred to an in-app shopping list to make acquiring them easier. Best of all, though, the app features a Cook View, whereby you can read the preparation instructions in larger text and command it by voice.

### The Photo Cookbook – Q & E

**Price:** £2.49/\$3.99

**Developer:** ditler.projektagentur GmbH



In terms of cookbooks, this is one of the best-looking around. Following the example of Foodspotting on iPhone in a sense, this app deems photos rather than text as the best way forward. Although there's plenty of text to guide you through the stages of each recipe, you'll find yourself comparing your end products with those in the images within the app.

### James Martin's Food – Simplicity

**Price:** £0.69/\$0.99 **Developer:** JM's Food



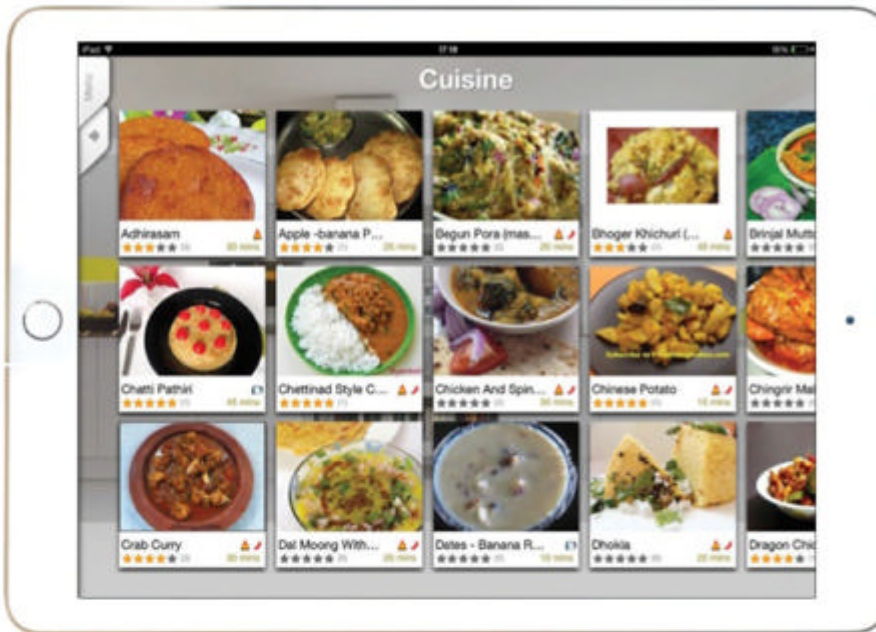
A cheap and very insightful cooking app that features a wide range of dishes that can be created by anyone thanks to easy-to-follow instructions and video guides. The tone is friendly and Martin's charm and culinary swagger holds your attention.

### Sweet'N'Spicy

**Price:** Free **Developer:** Gojee, Inc



If you've got a taste for Indian Cuisine, then this app will definitely get your stomach rumbling. It collates all of the best traditional dishes, along with videos on their preparation. The amount of dishes is overwhelming, and they're accompanied by interesting info on their history and cultural significance.



■ Sweet'N'Spicy provides the best of Indian cuisine, and offers vegetarian and vegan options

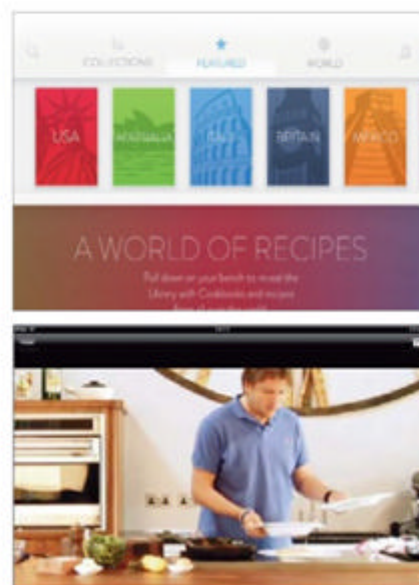
## Food & Drink

Mobile devices have found their way into most areas of our lives, and they are now even helping us out in the kitchen. This explains the addition of a Food & Drink category within the App Store, with all manner of apps for food choices, recipe ideas and video tutorials. There are apps aplenty

to provide inspiration and encourage you to bring your iPad into the kitchen. It's not all eating in though; this section of the App Store is also home to recommendation apps to find places to eat out based on your location, and apps that aggregate reviews so you can find exactly what you're looking for.

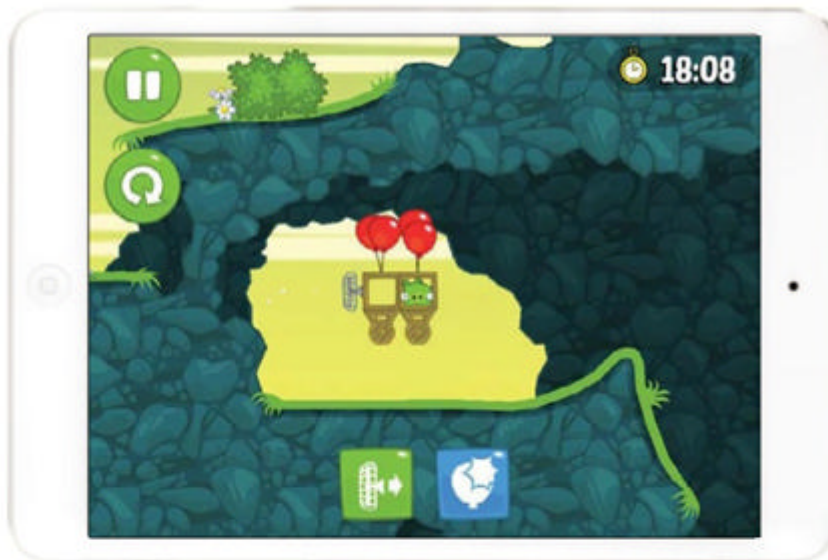


■ Imagery that's good enough to eat is at the heart of The Photo Cookbook, showing you recipes step by step



■ Create tasty and aesthetically pleasing dishes with the help of TV's likeable expert James Martin

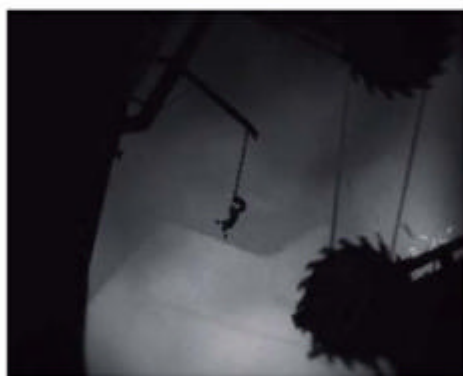




## Games

The iPad is a gamer's dream come true. Its high-quality screen displays pixels perfectly so you can enjoy a game's colours and graphics to the full. It's more than capable of pushing pixels around at a decent frame rate so the action never falters. Unlike traditional handheld consoles, iPad games are relatively cheap (or even free for many apps with lite 'try before you buy' versions), so you'll never be short of games to enjoy. Gameplay varies dramatically, from first-person shooters to exhilarating sports platform games.

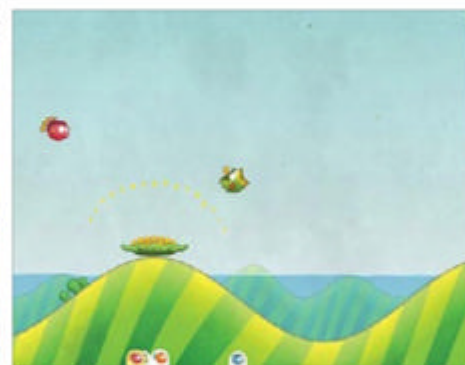
The iPad's touch screen makes it possible to play games without a joystick and many apps make good use of this feature. Some games also put the iPad's accelerometer to good use so that you can steer characters by simply tilting the device. Whatever style of game you favour and enjoy, there's sure to be something to take your fancy in our roundup.



■ LIMBO – dark and utterly delightful platform fun



■ Try your best to wipe out the human race with Plague Inc



■ Flee the night playing Tiny Wings and flap your way to safety

## 5 essential apps

### Bad Piggies HD

**Price:** Free

**Developer:** Rovio Ent.



It's the Angry Birds franchise, but not as we know it, as you take control of the green pigs for the first time. Rather than following the setup of Angry Birds, Bad Piggies sees players build unusual contraptions to transfer the pigs safely to the end of the level. It's a new take on this universe and the building aspect is a great addition.

### Dumb Ways to Die 2

**Price:** Free

**Developer:** Metro Trains Melbourne Pty Ltd.



While this app started as a lighthearted way to warn about the dangers involving train platforms, the game (and its catchy song) took on a life of its own and gained popularity. This version offers even more games where you must stay alive in bizarre situations.

### Plague Inc

**Price:** £0.99/\$0.99

**Developer:** Ndemic Creations



With Plague Inc you have to wipe out the human race. Over time and casualties you can develop your pandemic by making it immune to cures, upgrading it to an airborne virus and beyond. You can decide which areas of the body your plague attacks and its symptoms and abilities.

### LIMBO Game

**Price:** £2.99/\$4.99

**Developer:** Playdead



Imagine if Super Mario went to stay with Tim Burton for a month. This summarises a LIMBO in a nutshell – a dark and disturbing platform game. As a boy, you have to track down your sister in a bleak and hostile environment littered with savage traps and hellish creatures. Not a game you'll forget easily.

### Tiny Wings

**Price:** £0.69/\$0.99

**Developer:** Andreas Illiger



Combining the endless platform concept with a healthy dose of physics, Tiny Wings sees players using momentum and the hilly terrain to try and outrun the night. You must use the leaps provided by the hills to flap your wings and soar away from the approaching darkness.



# Health & Fitness

We all make plans to stay fitter and thinner at various times (especially in the New Year with resolutions to be made), though our motivation often runs out of steam. However, with the right apps on your iPad you should

be able to see a real change in your fitness level each day. For starters, there are apps designed to help you to record and reduce your calorie intake, enabling you to lose weight at a pace that suits you, as well as highlighting flaws in your current diet. We'll even show you how to turn your iPad into a high-tech barcode scanner that reads the amount of calories in the food you intend

to buy. In case of accidents you can turn to apps for advice, and perform life-saving first aid if necessary. Need a symptom diagnosed? There is an app for that too. Of course, our essential apps will provide you with guidance and advice, but they're no substitute for seeking a professional in a medical emergency. Here we recommend a great selection of apps for staying in shape and learning more about your body.

■ The Runtastic SitUps app will help you to achieve the physique that you've always dreamed of



"Turn your iPad into a barcode scanner that reads the calories in the food you intend to buy"



■ Smart Alarm registers sound to see what disrupts your sleep

■ Track your pregnancy, record your vital statistics and chat online with BabyBump...



## 5 essential apps

### Smart Alarm Clock HD

**Price:** £2.29/\$2.99

**Developer:** Plus Sports



Though not strictly exercise, a good night's sleep is essential for healthy, active lifestyles. By activating this app and putting your iPad next to you on your mattress, the app analyses how you toss and turn in your sleep, and calculates your sleep cycles. It knows when you're in your lightest sleep cycle, and wakes you up refreshed.

### Runmeter GPS Track Running Cycling Walking

**Price:** Free

**Developer:** Abvio Inc



This app transforms your iPad into an advanced fitness computer complete with maps, graphs, splits, intervals, laps and training plans. This free version lets you explore the core features but you'll have to pay out to get everything.

### Calorie Counter and Diet Tracker

**Price:** Free **Developer:**

MyFitnessPal.com



With a food database of more than 2 million products, you can accurately record your calorie intake, as well as check up and research various food types. Track specific nutrient groups, as well as view graphs showing your progress in terms of reducing or better managing your calorie intake.

### iMuscle – (NOVA Series) iPad Ed.

**Price:** £1.49/\$1.99

**Developer:**

3D4Medical.com



One of the sleekest apps around, iMuscle is a comprehensive guide to the human muscle system built around an impressive 3D model. Explore the muscles in detail, read up on the different aspects of the system and enjoy the exercises and stretches.

### BabyBump Pregnancy Free

**Price:** Free

**Developer:** Alt12

Apps, LLC



This app provides a way to count down the days until you give birth by providing information every step of the way. You can also record your weight, chat with other expectant parents and add your own photos to a slideshow.



## 5 essential apps

### Day One (Journal / Diary)

**Price:** £1.99/\$2.99 **Developer:** Bloom Built



If you are the nostalgic type then this app is ideal. Journal is a creative space where you can upload memories and various journal-like logs complete with images, videos, maps and other scraps of the day before syncing with a Dropbox account and saving to the cloud. This means that your memories are always stored safely and can be accessed from any device.

### Groupon

**Price:** Free **Developer:** Groupon, Inc



It pays to be thrifty in this day and age, a fact that Groupon has latched onto with its iPad app. The service offers vouchers, redeemable at a host of great retailers and local interest/entertainment sites in over 500 cities. With a few taps you could have booked a discount getaway or bought great-looking clothes at a price you'd never get on the high street.

### eBay for iPad

**Price:** Free **Developer:** eBay



eBay has completely remodelled its iPad app interface and it is now a fantastically intuitive and responsive app. Your home screen is a great, image-driven place where you can quickly see what you're buying, selling and watching. The animations between screens and pop-ups are excellent. The whole app is just a great place to do some serious shopping.

### Amazon

**Price:** Free **Developer:** Amazon



This app makes it easy to buy products from Amazon's sprawling online marketplace. Search for items, buy them with one tap and read all of the relevant user reviews to make informed choices on what you buy. The only thing this app doesn't do well is allow you to share your wish list.

### Paperless Post

**Price:** Free **Developer:** Paperless Post



If you still prefer paper postcards and letters over e-cards, this app might just win you over. It lets you make cards and letters in a beautiful, romantic style and share them with your loved ones easily. The software is simple and appealing, and cards look professional and personal.

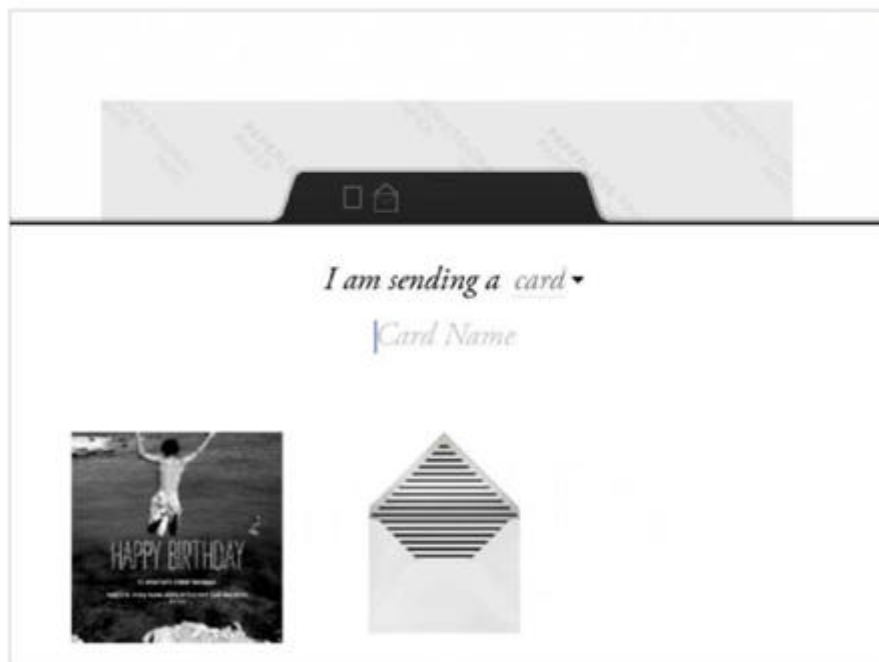
## Lifestyle

The Lifestyle category of the App Store contains apps covering a diverse range of subjects. We have apps to get you all nostalgic, showing you this day in your personal history through photos and other digital mementos. You can compare stylish household items with others and window shop, as well as do some actual shopping! Then there are apps to help you create photo albums dedicated to your kids as they grow. If you want to plan a wedding for yourself or perhaps for someone else, then we have a must-have app that will enable you to prepare for the big event and cover all bases. Whatever your lifestyle, you are sure to find apps that will make a difference to how you live your life.



Paperless Post is a quirky e-card app

"Whatever your lifestyle, these apps should make a difference"

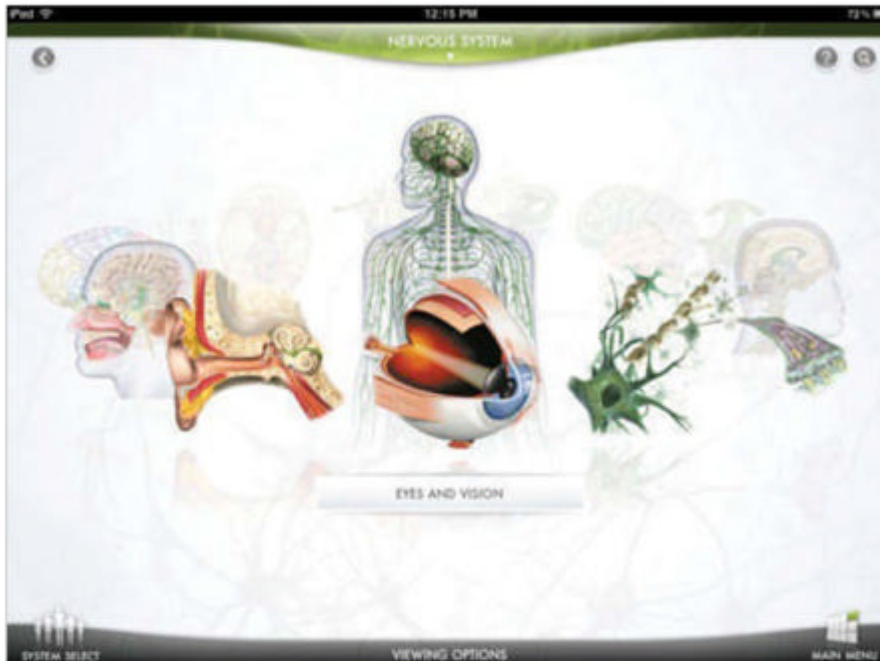


Browse and buy items quickly and easily with Amazon



Keep your memories of the good times safe with the Journal app





■ DK The Human Body App lets you examine all the organs, and even lets you feel the heart beat via vibration

## Medical

The Medical category of the App Store contains apps that complement the ones in the Health & Fitness section, so you're spoilt for choice when it comes to finding apps to help you stay

"Find apps to help you stay fit and well"

fit and well. Some of the best apps in this category are detailed and insightful reference guides that will prove invaluable for medical students and anyone working in the field of medicine. There is also a very wide selection of self-help aids to monitor blood pressure, units of alcohol, sugar levels and so on – so if you suffer from a particular affliction, then you're sure to find an app that will help you monitor and cope with your condition. You'll also find that there are some very good eye-testing apps available. These let you assess the capacity of your peepers in the comfort of your own home to determine if you should get yourself down to the opticians for a proper test.



■ Baby (Sprout) lets you track your baby's development with some great extra features



■ Test out your eyes with Vision Test to find out if you need to pay your optician a visit

## 5 essential apps

### Vision Test

**Price:** Free **Developer:** 3 Sided Cube



Reportedly around 40 per cent of people haven't had their eyes tested in the last two years, with plenty of us guilty of throwing optician reminders away. This app ensures that you can test your eyes without leaving the house, and with a range of tests and impressive accuracy, you might get the peace of mind or the urgent reminder that you needed.

### DK The Human Body App

**Price:** £4.99/\$6.99

**Developer:** Dorling Kindersley



This award-winning app explains the wonders of the human anatomy with highly detailed, interactive illustrations, even stretching to layered 3D images. Fully annotated, the app also lets you test your knowledge, which is a handy tool for students.

### Prognosis : Your Diagnosis

**Price:** Free

**Developer:** Medical Joyworks



Aimed at medical professionals, this app is designed to help medical staff remember the key clinical points with a range of ailments. The app presents users with 'cases' and background information before providing the key points of the prognosis to show how it was reached. It's a clever learning tool.

### Baby • Sprout

**Price:** Free **Developer:** Med ART Studios



The complete pregnancy experience on your iPad comes from a leading women's hospital and its staff. You can track the stages of your baby's development. With stunning images of foetal development, the app combines medical content with lighter touches like a hospital bag checklist and a baby kick log.

### Grid Player

**Price:** Free **Developer:** Sensory Software Int



This app provides a simple set of controls to help people who cannot speak or who have limited speech to construct sentences and communicate. This app is designed to be used with The Grid 2 as it allows your grids to be played through the iPad.



# Music

If you love listening to music, or want to make it, then the following apps deserve a place on your iPad. There's an amazing app that enables you to discover new music effortlessly using a giant bubble map, as well as one that presents you with a new band every day. Alternatively you may want to simply stroke the screen to generate synthesized sounds or create a relaxing ambient soundscape – there's an app for that too! If you'd rather produce music, then there's an app that will allow you to connect your electric guitar to your iPad, and create some cool sounds. You can rediscover old music as well by listening to music-streaming apps, and also turn your iPad into a radio. The choice really is immense.



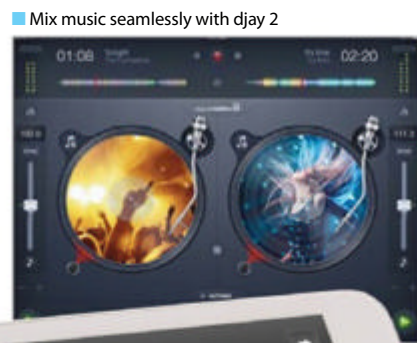
■ Generate great sounds with the iKaossilator

■ Take the first step on the road to rock stardom with Real Guitar

“Connect your electric guitar to your iPad to create sounds”



■ Plug in and play with the brilliant AmpliTube app



■ Mix music seamlessly with djay 2



## 5 essential apps

### Real Guitar

**Price:** Free

**Developer:** Gismart



Real Guitar is a realistic guitar simulator for iPad. You can select from a whole library of chords and add them to the interface, where simply sliding your finger across the strings will strum the selected chord. Solo mode allows you to play individual notes on the fretboard; it's a great workout for musicians new and old.

### KORG iKaossilator

**Price:** £13.99/\$19.99

**Developer:** KORG Inc



This is an intuitive music-making app featuring over 150 built-in sounds covering a wide spectrum of dance music and an X and Y pad that generates the sounds simply by stroking your finger across it. All it's missing is instrument input.

### djay 2

**Price:** £2.99/\$4.99

**Developer:** algoriddim



This app transforms your iPad into a feature-rich DJ system by giving you access to all of your favourite songs and playlists and allowing you to play them as if atop real turntables during a live set. As well as basic mix and fade controls, you can also scratch the turntables in real-time and add a host of effects to rock the room.

### AmpliTube for iPad

**Price:** £13.99/\$19.99

**Developer:** IK Multimedia



With the aid of a clever peripheral, you can connect your electric guitar up to your iPad and enjoy the kind of amps and stomp pedal effects that would otherwise cost hundreds of pounds. As such, even the cheapest Strat copy can sound like a Gibson Les Paul as you merrily strum away in your own secluded world of extreme noise.

### Spotify

**Price:** Free

**Developer:** Spotify Ltd.



The way we listen to music has changed drastically over the years, changing from CDs to MP3s to subscription-based, cloud-stored data, and Spotify is at the forefront of that movement. You can create an account or connect with Facebook, and listen to music for free or get a Premium account.

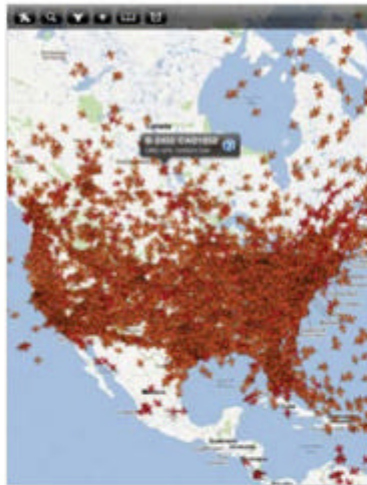




# Navigation

Most people tend to carry their iPad around with them at all times, so it's the perfect device to get us where we want to go or find local amenities like pubs or hotels. Your iPad already comes with a decent built-in Maps app that does a reasonable job of showing you how to get from A to B – but there are other apps that can extend and expand your gadget's navigational abilities in exciting ways. In this section we'll introduce you to five essential navigation apps that perform a variety of functions. One of them even transforms your iPad into a turn-by-turn navigator at the fraction of the price of a dedicated gadget like a TomTom satnav – just make sure you use it safely in the car. You can also keep tabs on the flight paths of planes, or discover the location of local points of interest by panning the iPad's camera around the area you are in.

■ Discover what's in the sky above your head with the Plane Finder HD app



■ Work together with your fellow commuters using Waze

■ See London in impressive 3D with Recce



■ Keep track of your routes offline with ViewRanger Outdoors GPS



## 5 essential apps

### ViewRanger Outdoors GPS

**Price:** £9.99/\$12.99 **Developer:** Augmentra



If you're serious about hiking, mountain biking or any other off-road activity then this is a powerful app that provides your choice of Ordnance Survey mapping for offline use, so you can track, record and detail your routes without the need for an internet connection. Expensive, but worth every penny.

### Waze Social GPS Traffic & Gas

**Price:** Free **Developer:** Waze



Google's recent purchase helps users outsmart the traffic by giving a heads-up when it comes to gridlock and pointing out cheap petrol and road incidents. The app pays attention to when you're using it, noting your commuting hours and planning your routes accordingly. There's also an audio navigation section for safe, hands-free use.

### London Tube Tracker

**Price:** £1.99/\$2.99 **Developer:** Andy Drizen



This app is designed to make travelling by tube easier and decidedly less stressful. You can use it to quickly locate your nearest station, monitor activity on the lines and track a train in real-time. You can also use it plan a journey from start to finish, filter it so that endless stairs are avoided and take into account if any of the journey takes in other modes of transport.

### YourTaximeter

**Price:** Free **Developer:** YourTaximeter Ltd



There are several apps available to book taxi services - including the popular Uber, though this isn't available in the UK. The YourTaximeter app is a similar service that lets you book a taxi and see how much the trip will cost, and which company offers the cheapest rate. It compares local services all over Great Britain.

### Plane Finder HD

**Price:** £4.99/\$6.99 **Developer:** pinkfoot



If you have ever been interested in planes then this could be the app for you. Plane Finder allows you to follow the live movement of planes across the planet. Tap on any of them to see all the details, including the plane type complete with illustrations and more. If aviation fascinates you, then download this app!





## 5 essential apps

### BBC News

**Price:** Free **Developer:** Media Applications



For a good, all-round news service that provides an insightful overview of a range of topics from all over the world the BBC News app is a worthwhile port of call. The sleek interface makes it easy to delve into the day's top stories, via sections, and most come with accompanying video to fully immerse you in the subject matter.

### LinkedIn Pulse

**Price:** Free **Developer:** LinkedIn Corporation



This app allows you to customise your news reading experience, easily explore compelling professional content and share stories to your favourite social networks. You simply sign in using your LinkedIn account, select the news sources to draw content from and everything will be relayed through a tidy interface.

### The Huffington Post

**Price:** Free **Developer:** HuffingtonPost.com



This is a sleek and intuitive news app that lets you swipe to browse the top stories where you are and you can also jump straight to preferred sections. What's also neat about this app is the way you can change the text size to suit your needs, bookmark stories and set news alerts to keep fully in the loop.

### BuzzFeed

**Price:** Free **Developer:** BuzzFeed



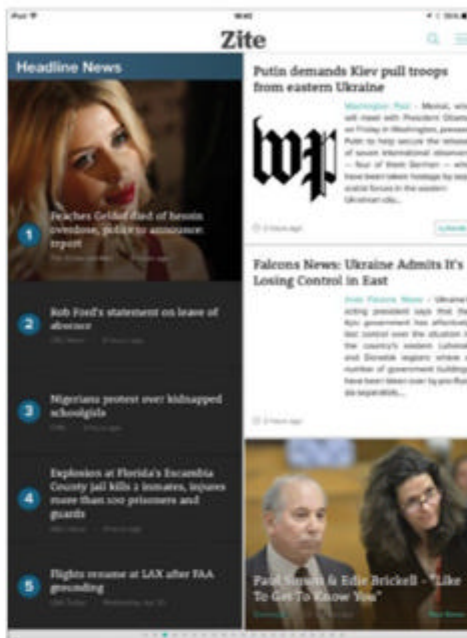
If you want to find out what everyone on the social networks are talking about, then this app features a mix of serious reporting and fun stuff. You can instantly jump to different sections thanks to a simple interface and you can share your discoveries quickly and easily. What's more the interface is fully customisable so you only see what's important to you.

### Zite

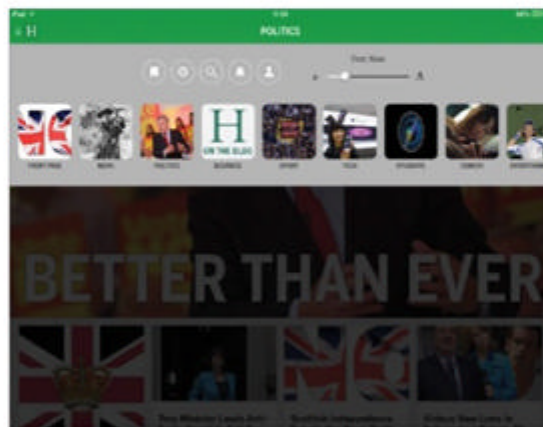
**Price:** Free **Developer:** Zite, Inc



Zite takes your interests and turns them into a bespoke magazine interface. It's the perfect way to browse only the news you want to see, with the option to select major current affairs stories, alongside your hobbies and interests, to create a news feed you'll always want to read.



"There are specialist apps for every genre"



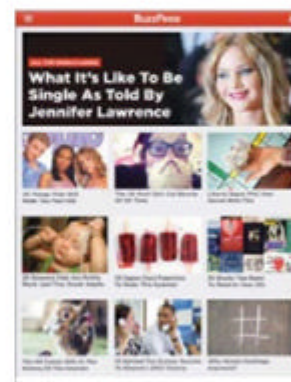
■ Read the news on your terms with The Huffington Post



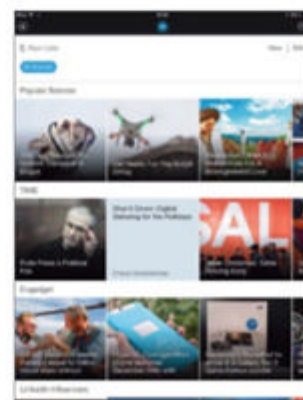
■ The BBC News app is a decent one-stop service for a wide range of news

## News

If you're hungry for the latest news then the iPad is the perfect gadget to satiate your appetite. We all have different interests when it comes to news, so there are specialist apps for every genre. We'll look at some of the best iPad newspaper apps to help you enjoy a decent digital version of your favourite newspaper without having to pinch to zoom on small web browser text. There are also apps that will turn your iPad into a newsreader, so you can listen to headlines from any source on the move. There are even apps that enable you to save articles for later, essentially letting you create your own newspaper. The iPad offers so much in the way of news, you're guaranteed to stay informed.



■ BuzzFeed delivers only the news that you want to read about...



■ Use gestures with Pulse to swipe through the headlines at speed



# Newsstand

Newsstand has already completely changed the way iOS users consume digital magazines and newspapers. It makes sense that this part of iOS life now has its own dedicated area of the App Store, having (in the past) only been accessible through the native Newsstand app on your device. With an ever-expanding portfolio and the continuing digital revolution

that is seeing more publishers releasing digital versions of their publications, Newsstand is well worth spending some time on browsing. You can sometimes pick up free issues of certain titles, as well as sign up for free trials. These are our selections to keep you on top of the news as well as entertained when you want to relax and read on your iPad.



■ Get clued up on the latest releases with Apps Magazine



■ Grab yourself some healthy brain food with How It Works



■ Peruse the distinctive, digital New York Times with the app



■ Never miss an upcoming movie with the Empire app

## 5 essential apps

### NYTimes

**Price:** Free

**Developer:** NYT Company



Requires a subscription for full, continuous availability of the paper but many will see it as worth the investment because of the level of content and simplicity of the app. In the trademark New York Times font, you can also see which stories have been the most shared, or simply browse through section by section.

### How It Works

**Price:** Free

**Developer:** Imagine Publishing



The perfect magazine for the inquisitive mind, this app gives you a complete, digital version of the print mag for less than the cover price in the shops, with great subscription offers. So if you're keen to feed your mind with knowledge, then this app is for you.

### Apps Magazine

**Price:** Free

**Developer:** Imagine Publishing



The go-to app if you want to learn of the latest offerings on the App and Google Play stores. There are tutorials on how to get the most from your downloads as well as the latest news and reviews of the best apps around. Purchase one-off issues as well as six-month or yearly subscriptions.

### Pocket World

**Price:** Free

**Developer:** Imagine Publishing



Perfect for kids who love monsters, Pocket World contains video game reviews, toy news, puzzle games and much more. Delve into the world of Pokémon, Moshi Monsters, Yu-Gi-Oh! and others. If your child likes drawing they can even send in their own monster illustrations.

### Empire Magazine

**Price:** Free

**Developer:** BBC World



The ultimate film magazine wouldn't be complete without this digital edition. Find out about the newest releases and read engaging reviews to impress your friends down at the pub in your debate about this year's Oscar nominees. An unmissable app for every film fan.





# Photo & Video

Thanks to your ever-present iPad, there's no danger that you'll miss a photo (or video) opportunity. The built-in Camera app enables you to focus on your subject and capture a decent exposure most of the time, but there will be occasions when you may want to produce more creative results. Some of our essential apps enable you to turn photos into works of art at the touch of a button, so you can impress your

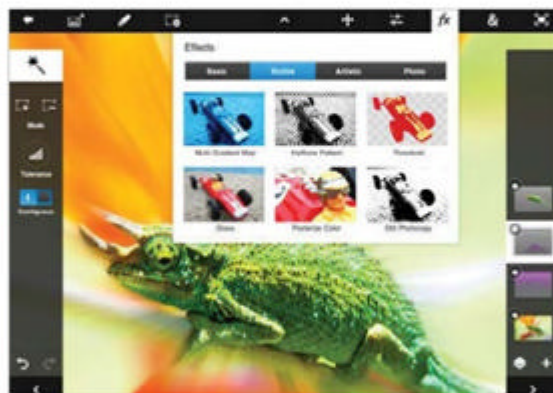
friends with your artistic skills. Another of our essential apps gives you a wide range of filters to play around with, turning ordinary snapshots into extraordinary retro images. There's even an app to complement and improve your Photoshop productivity while on the move. If you're into photography then you'll find thousands of products in the App Store to help you unleash your creative potential.



■ InstaPad lets iPad users keep a sharp eye on the social world of Instagram



■ Create engaging Vines with Video Editor for Vine, Instagram



■ Photoshop Touch condenses the power of Adobe into a tablet package

## 5 essential apps

### YouTube

**Price:** Free

**Developer:** Google, Inc



If you have updated your iPad's iOS to 7 then your native and, no doubt, much-loved YouTube app will have vanished. Mercifully, you can replace it from the App Store for free and the good news is that this new version works just the same as you remember with plenty to see, discover and share with friends.

### InstaPad

**Price:** Free

**Developer:** Red Foundry



InstaPad is perfect for any iPad owner worried that they had missed the Instagram boat. This app gives you the chance to see the social photo-editing service on a bigger screen. Although you can't upload to Instagram from within the app, there is still plenty of joy to be had here.

### Photo Editor

**Price:** Free

**Developer:** Axiem Sys



This app is crammed full of features to help you edit and tweak photos to make them look amazing. Adjusting the colours, applying filters and enhancing images has never been easier thanks to a simple tool set, and you can also add stickers, frames and other embellishments to really make images stand out.

### Adobe® Photoshop Touch

**Price:** £6.99/\$9.99

**Developer:** Adobe



Photoshop Touch brings the powerful image editor to iOS in style. The app uses gestures and a chic interface that gives users the chance to edit images no matter where they are. You can also share your improved files on Facebook, and check the reaction to them from within the app.

### Video Editor for Vine, Instagram

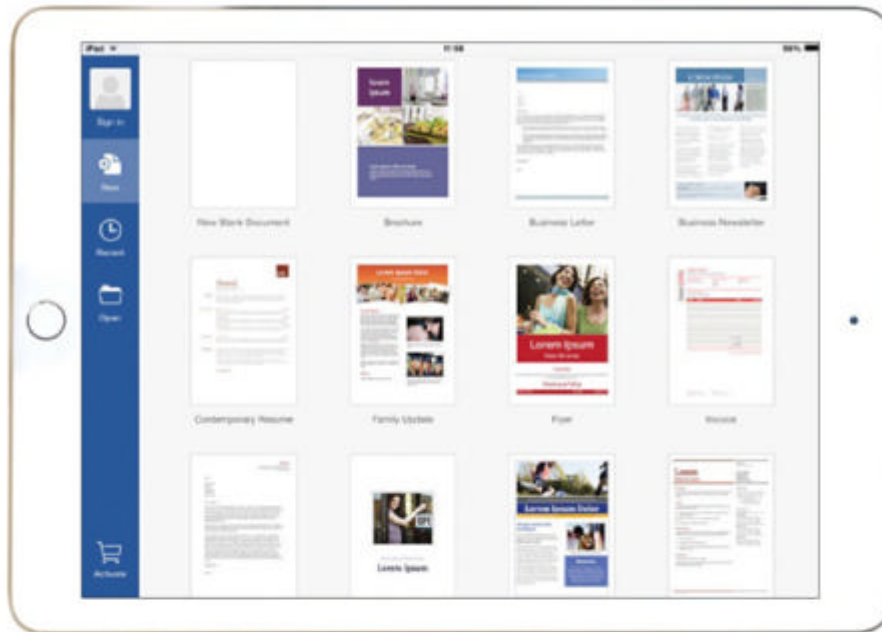
**Price:** Free

**Developer:** Cheerful



If you're a big fan of shooting short, snappy videos intended for Vine and Instagram, but feel that the editing options within those apps are a bit limited, this app offers more possibilities. You can add filters, fix colours, make cuts and edits and create a professional look.



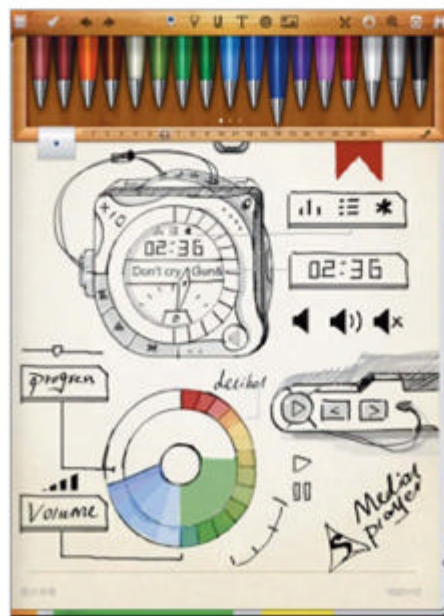


■ Microsoft Word finally comes to iPad, but it's far from free...

# Productivity

Thanks to apps, your iPad has the power to become a communications device, a camera or even a games console. It can also help you get things done in the home or in your office thanks to a range of essential Productivity apps. We'll show you apps that enable you to access (and share) important documents

while you're out of the office. We also have apps that help you brainstorm your ideas effortlessly, as well as delegate your workload. Of course, we couldn't fail to include some quality personal organiser apps too. Here's a rundown of top downloads to get your iPad working for you.



■ Write freehand notes and organise them easily with the incredible Notes app



■ iThoughts is the best place to map out your entire mind

## 5 essential apps

### OmniFocus 2 for iPad

**Price:** £20.99/\$24.99

**Developer:** The Omni Group

While the price tag might seem slightly eye-watering, OmniFocus is incredibly useful as a way of organising all your daily and long-term tasks. The app has clever features like location-aware tasks to prompt you when you go to certain places, as well as forecasts so you can see what sort of week you can expect.

### MyScript Calculator

**Price:** Free **Developer:** Vision Objects

Calculators are built into even the most basic gadgets nowadays, but for those who like the old-school practice of scribbling out sums on paper, MyScript Calculator offers a solution. Write formulae onto the screen by hand and the app solves them for you, whether it's a basic addition or complex equation.

### iThoughts (mindmap)

**Price:** £6.99/\$9.99 **Developer:** ToketaWare

iThoughts is a great way to get your ideas out there and on the page quickly. Thanks to its simple menu and input system, creating mind maps is an easy process. There are icons along the menu bar that allow users to connect and highlight different parts of a map, so you can translate ideas better than ever.

### Noteshelf

**Price:** £3.99/\$5.99 **Developer:** Ramki

If you still don't rate touch-screen for taking quick and accurate notes then this app allows you to write freehand with stunning results. The incredible interface also allows you to organise your notes easily and enjoy a wide range of tools, including ink pens, highlighters and editing facilities to get what's in your head down – and in style.

### Microsoft Word for iPad

**Price:** Free **Developer:** Microsoft Corporation

Word finally gets its own official iPad app, which makes it even easier to read documents on the move. However, if you want to create and edit documents then you will have to fork out for an in-app subscription. Microsoft Excel and PowerPoint apps are also available, but one subscription fits all.

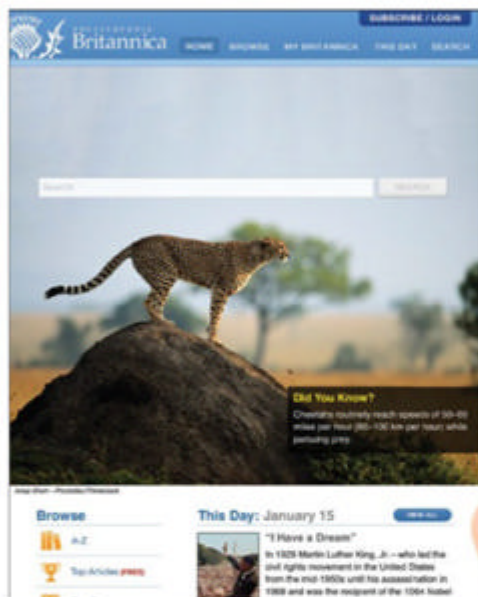
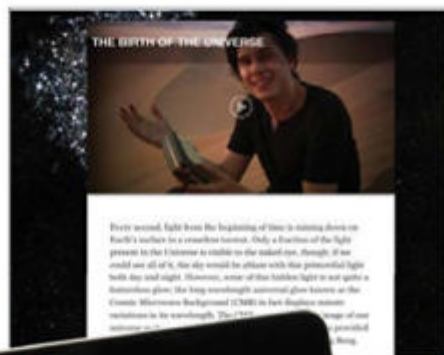


# Reference

We all take the internet for granted as a source of information, and the iPad is often the portal we use when we need to access the internet's ocean of knowledge. Although the Safari app's Google search field is often our first port of call, it can take a while to wade through hundreds of results before we find what we're after. The apps featured in this section should help you narrow down your search to find

relevant information more quickly, whether it's local wildlife or facts about a country you're due to visit. We've also included the obligatory augmented reality app, so that you can discover what's out there in the universe above our heads through the iPad's camera. Our essential reference apps should help you filter your search for information more effectively.

■ Let Brian Cox take you on a journey through the universe



■ Encyclopaedia Britannica provides a wealth of in-depth information on any topic



■ Identify birds that land in your back garden with Birds of Britain

## 5 essential apps

### National Geographic World Atlas

**Price:** £1.49/\$2.99

**Developer:** National Geographic Society



If you want to learn more about the world around you then this app is a real eye-opening. Through it you can explore the Earth in full HD and learn facts about each and every country you visit. Highly recommended at this price.

### Google Search

**Price:** Free

**Developer:** Google



This app is designed to beam all of the important information that you rely on throughout out straight to your iPad without you having to do anything much at all. You simply add and arrange tiles and info such as weather, news and traffic is relayed.

### Encyclopaedia Britannica

**Price:** £0.69/\$0.99

**Developer:** Encyclopaedia Britannica



This app claims to be the "world's most trusted reference source" in an app, giving users everywhere direct access to in-depth information about a huge variety of subjects. It's especially handy for students, but just as helpful when you're trying to prove a friend wrong.

### Brian Cox's Wonders of the Universe

**Price:** £2.99/\$4.99

**Developer:** HarperCollins Publishers Limited



This app is built around an engaging interface that fires you across the universe as you move through the different topics. As well as these impressive graphics there is plenty of text, as well as video content from the original BBC series starring Brian Cox.

### Birds of Britain

**Price:** Free

**Developer:** iSpiny



City dwellers can often get caught short with their wildlife knowledge, but the Birds of Britain app should fill in any gaps in your education. It contains factfiles on many common species, along with images and sound clips. It's available as a free Lite version or paid-for app with even more top content.



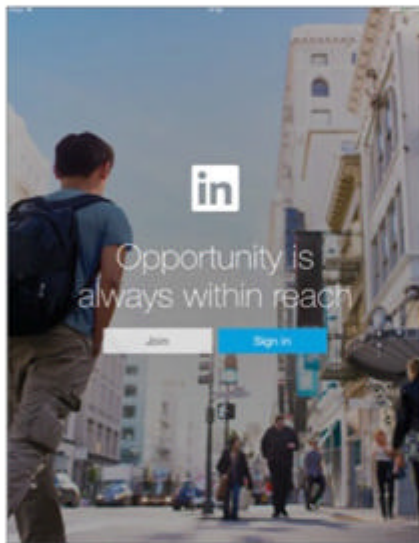


# Social networking

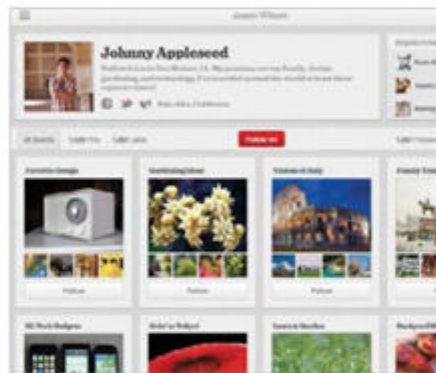
Many of us spend more time socialising online than we actually do in the flesh, enabling us to sustain friendships with family, friends and colleagues over any distance. Your iPad is a key tool in helping you keep up-to-date with your online friends, as you'll see here. There are apps that let you find out who's doing what, and apps to communicate – for free – with other iPad users. If you use

any of the main social networking sites then you'll find dedicated apps that let you access these sites with ease. If blogging is more your style, then as well as the well-known blogging app from WordPress, there are other apps to help you blog on the move. There are so many useful and free social-networking apps out there, there's really no excuse not to stay in touch.

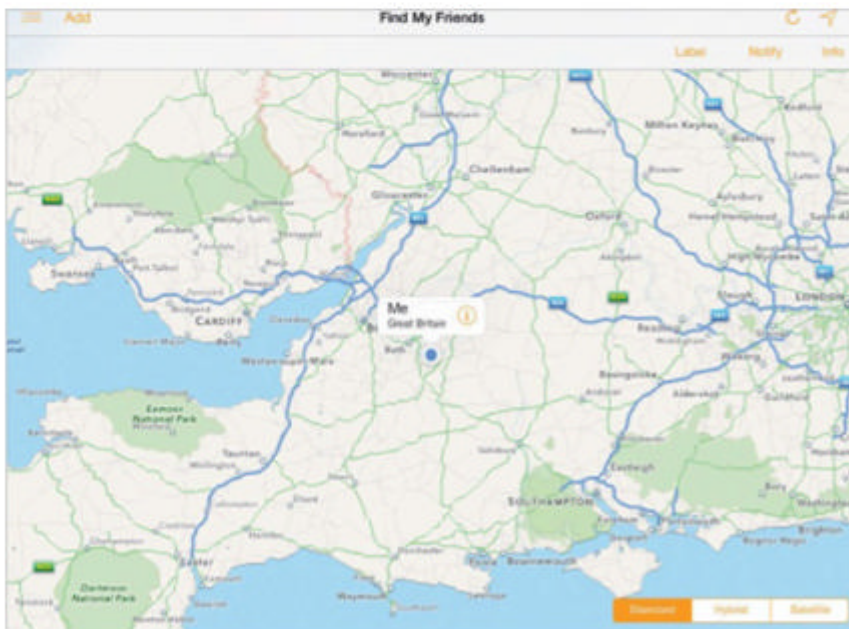
"Your iPad is key to keeping up-to-date with online friends"



■ LinkedIn can not only connect you with colleagues, it can also open up opportunities in your field



■ Make a moodboard of all the things you love with Pinterest. Then follow some people and pin some more




■ With Find My Friends you will know where your mates are at all times

## 5 essential apps


### Facebook

**Price:** Free **Developer:** Facebook, Inc

 The interface for Facebook is changing all the time and evolving and progressing into something quite exceptional. As Facebook is integrated into your iPad's iOS, you will need to download this free app if you want to share things quickly and easily straight from your iPad.


### Messenger

**Price:** Free **Developer:** Facebook, Inc

 This app hasn't got off to the best start, with many resenting the fact that it is forced upon Facebook users who simply want to send their friends personal messages. But it isn't just for use with Facebook; you can create new in-app contacts with anyone from your Contacts app and message them through a sleek interface.


### Pinterest

**Price:** Free **Developer:** Pinterest

 Create a digital moodboard of all the things you love with Pinterest. Anything you find can be pinned to one of the multiple boards and shared with other users. Others can start to follow you and repin things that you post, and you can do the same should you find something else that you love.


### LinkedIn

**Price:** Free **Developer:** LinkedIn Corporation

 This social network is aimed at professionals, giving them the opportunity to network with people in similar lines of work, keep in touch with colleagues, or start a forum about a topic frequently dealt with in the field. This app has been popular for quite a few years now, and despite attempts from other companies, has yet to be replaced by a competitor.

### Find My Friends

**Price:** Free **Developer:** iTunes S.a.r.l.

 Find My Friends gives users the power to locate family and friends, and make that impromptu get-together possible. Setup is simple and requires you just to sign in with your Apple ID, and then send requests to your friends. From this point you can check to see when they're at the beach or in your favourite bar. The app even includes location-based alerts.



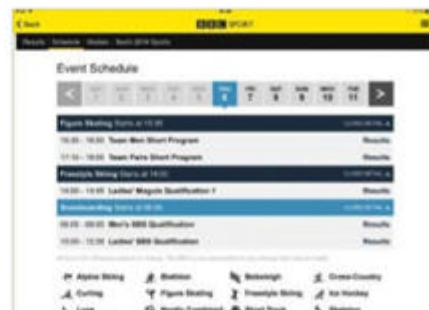


# Sports

There are many sports and recreational activities to enjoy, so no matter what sport you're interested in, there's bound to be an app to suit your interests. In the Sports section in the App Store you will find all sorts of apps, including everything from news to apps that enable cyclists to save repair bills by diagnosing mechanical problems and showing them the solutions. Plus if you're aspiring to be the next 'Special One' then there are loads of decent coaching apps available that cater for a wide range of sports. These include Coach's Eye, which makes analysing your team and getting your message across a really easy thing to do. There are also up-to-the-minute sports news apps from major outlets such as Sky and BBC, a useful app for staying in touch with other viewers during big sports events and plenty more besides.



■ Use Coach's Eye to show people how it's done



■ Keep up to date with the BBC Sport app



■ See how good you are at predicting scores on Soccer Saturday



■ Sky Sports allows you to add your favourite teams and sports to get news stories tailored for you

## 5 essential apps

### Sky Sports for iPad

**Price:** Free

**Developer:** BSkyB



This iPad app takes the best aspects of Sky Sports' News service and combines it with the ability to watch live sport on your device. As long as you have an existing Sky subscription to the sport channels, you can log in and access them, as well as the very handy live stat centre.

### Soccer Saturday Super 6

**Price:** Free

**Developer:** Mobiles Republic



Super 6 is free to play and invites you to predict the scores of six football matches that all kick off at 3pm on a Saturday. Get them all and you could scoop £250,000 (or win a top cash prize for coming closest) and you can also set up leagues with your friends and compare points earned in each round throughout the season.

### Coach's Eye

**Price:** £1.49/\$2.99

**Developer:** TechSmith



The ultimate analysis tool for any coach, this app allows you to import footage of your team and use the in-app annotation tools to draw and analyse crucial areas of play. Create a library of videos to show your players, or export the footage via email or over social networks.

### BBC Sport

**Price:** Free

**Developer:** Media Applications Tehcnologies



The official BBC Sport app offers the latest sports news, live action and highlights in one slick interface. Through this app you can watch matches and highlights, read articles, follow live scores and even customise and set quick links to your favourite sports and teams. A convenient way to digest the sports news.

### SportsYapper

**Price:** Free

**Developer:** Yapp Media



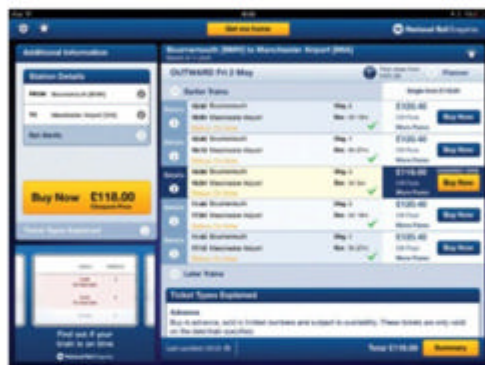
Sharing your opinions on the big match is all part of the experience of being a sports fan, and SportsYapper allows you to do just that. A Twitter-style feed allows you to post your thoughts, share photos, follow live scores and invite your social media contacts.



# Travel

Your iPad is the perfect travel companion, especially when packed with our selection of essential apps from the Travel section of the App Store. There are apps for every stage of your trip. Before you go, use apps to read hotel reviews from fellow travellers before making a hotel booking, or plan which places to visit when abroad by following other's recommendations. Use apps to search for the best travel deals (whether flight or car hire) and make a booking

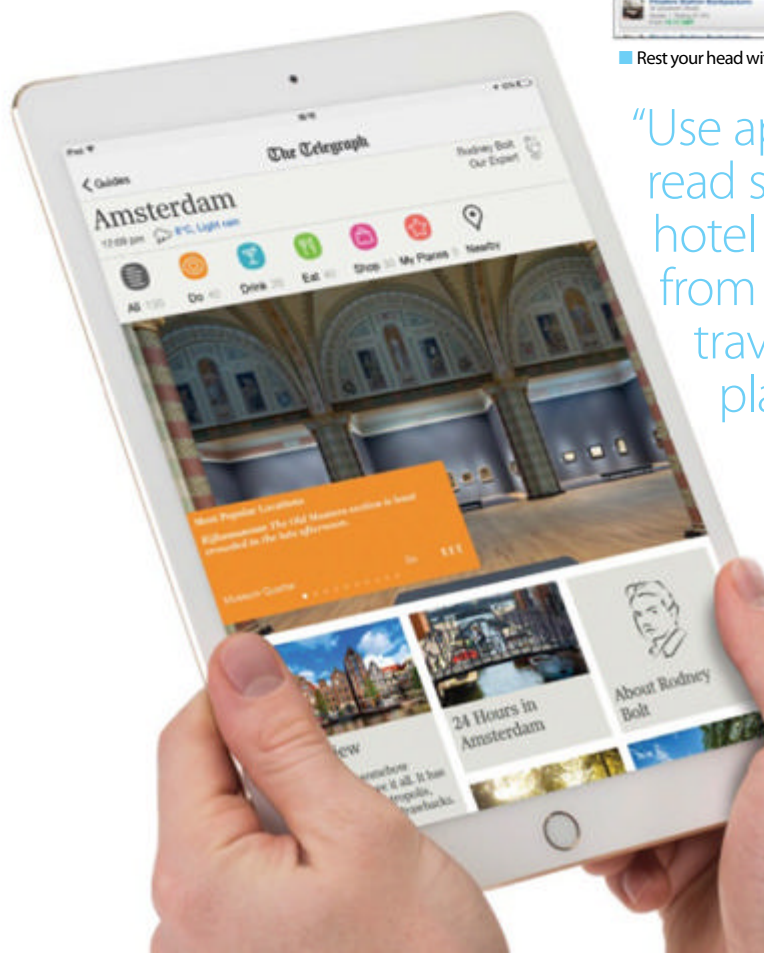
directly from your iPad. If you're planning to travel by plane, there are apps to let you check out all the latest flight details. If you're staying at home you can use an app to take a tour of local points of interest and learn about your town's history. Finally, for travelling on a budget within the UK, there's the National Rail app, which is essential for finding out train times and getting cheap tickets. They all take up a lot less space than an A-Z and a bumper phrase book!



■ National Rail is a must-have app for train passengers



■ Rest your head with HostelBookers



“Use apps to read some hotel reviews from fellow travellers, or plan which places to visit”

## 5 essential apps

### KAYAK PRO

**Price:** £0.69/\$0.99 **Developer:** Kayak.com



Through this app you can plan and book your entire holiday, including hotels, flights, hire cars and more. This 'Pro' version also includes airport terminal maps so that you can see exactly where you need to be prior to setting off. Everything is well catered for here, allowing you to enjoy stress-free travel.

### TripAdvisor

**Price:** Free **Developer:** TripAdvisor LLC



If you are looking to book yourself the perfect holiday then this app lets you scout ahead by finding yourself the very best deals and finding out what your fellow travellers have to say about the places you are thinking of eating and staying at. It's also a great way of finding out what's around you.

### Travel Guides by the Telegraph

**Price:** Free **Developer:** The Telegraph



When you're travelling, you want the information you're using about your destination to be reliable and up to date. With a supplier like the Telegraph, you know you've got a reliable source, and the app provides extended guides on some of the most popular holiday and backpacking destinations, from Burma to Venice. Their eight guides on major cities in Australia, especially, are extremely helpful for a backpacker on the move.

### HostelBookers

**Price:** Free **Developer:** HostelBookers.com



This app is incredibly useful for finding a hostel on your travels. There are reviews plus detailed price guides and all facilities are listed as well as maps and photos. You can even book from within the app so you know you have a bed to go back to.

### National Rail

**Price:** Free **Developer:** National Rail



More of us are using the train than ever, and this app is a must-have if you're regularly commuting to work or visiting friends around the country. It follows a similar model to the website, with live departure information, train times, and the ability to purchase tickets straight from the app.





## 5 essential apps

### Find My iPhone

**Price:** Free **Developer:** iTunes S.a.r.l.



An essential tool for any iOS user (not just iPhones), this app gives you the best chance of finding a lost iDevice.

Remotely access your iPad, send out an audio alert to help find it or trigger an alert message, complete with contact details for whoever finds it. You can also use GPS to locate it on a map.

### Photon Flash Player for iPad

**Price:** £2.99/\$4.99 **Developer:** Appverse



One of the most controversial pitfalls with the iPad is the lack of Flash compatibility.

This can be remedied using apps like Photon which, for a small cost, offers an alternative to Safari, as well as the added bonus of being able to watch videos and play games with flash.

### Speedtest X HD

**Price:** Free **Developer:** VeeApps



You can use this app to evaluate your 2G, 3G, 4G LTE and WiFi connection on all of your iOS devices. It provides an accurate speedtest in under 30 seconds, is very easy to use and it's a very useful app to have so that you can ensure that you are getting the broadband service that you pay for.

### SwiftKey Keyboard

**Price:** Free **Developer:** SwiftKey



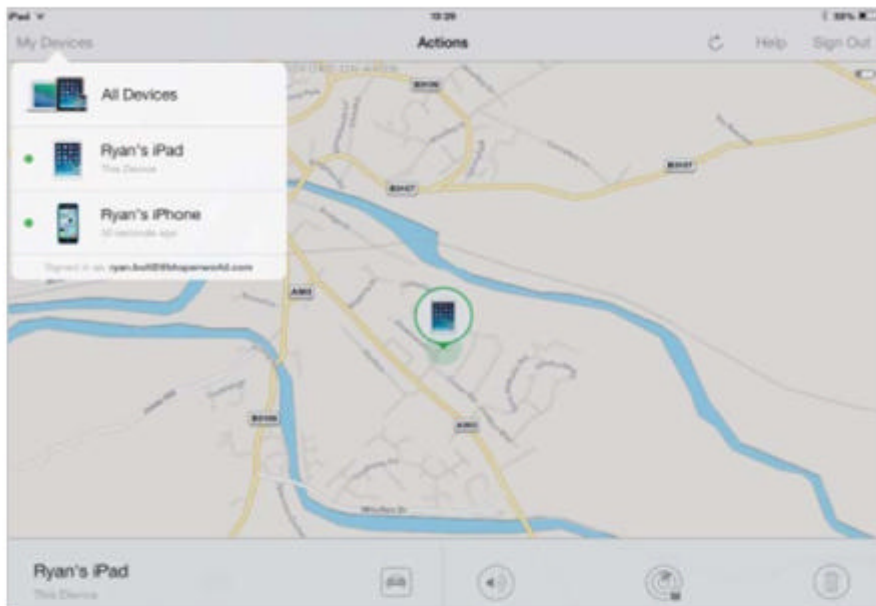
The new iOS 8 update has gone some way to improving the intelligence of your iPad keyboard, but if you're using an older OS or still don't think it's up to scratch then this free app is a worthy download. The more you type, the more it gets to know your style and it will adapt the auto-correct and suggested next words accordingly.

### System Status

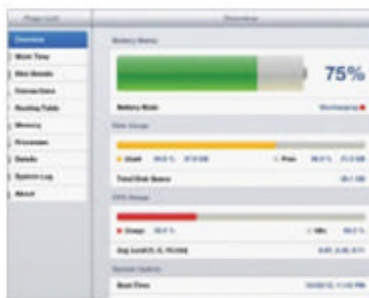
**Price:** £1.99/\$2.99 **Developer:** Technet



This app is described as the best way to monitor and optimise the performance of your iPad, and that is down to the detail it offers. System Status shows you, over a series of graphs and charts, where and how your battery and memory is being used. This means you can then make any necessary adjustments in order to improve this. It's a simple idea, but an incredibly effective one.



■ If your iPad has gone walkabout, the Find My iPhone app is what you need



■ Monitor your iPad's vital stats with System Status

"Apps perform cool functions"



■ Photon is an iPad web browser that supports Flash

## Utilities

Thanks to the App Store's Utilities category you can turn your iPad into the type of gadget that James Bond would be proud to own (although he'd probably trash it before the end of the movie!). There are utility apps that enable you to pinpoint your device's location on a map and even wipe its data if it falls into enemy hands. If your iPad is stolen, then there are secure data-storage apps that will keep your passwords and bank details safe from prying eyes. You can also download apps that analyse your iPad's performance. And there are many more brilliant apps available on the App Store that perform thousands of other cool functions – have a browse through them and you're sure to find plenty with a licence to thrill.



■ Measure your connection speed with Speedtest X HD



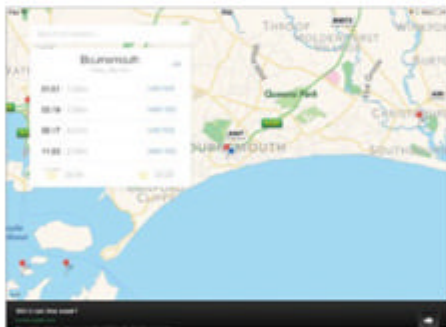
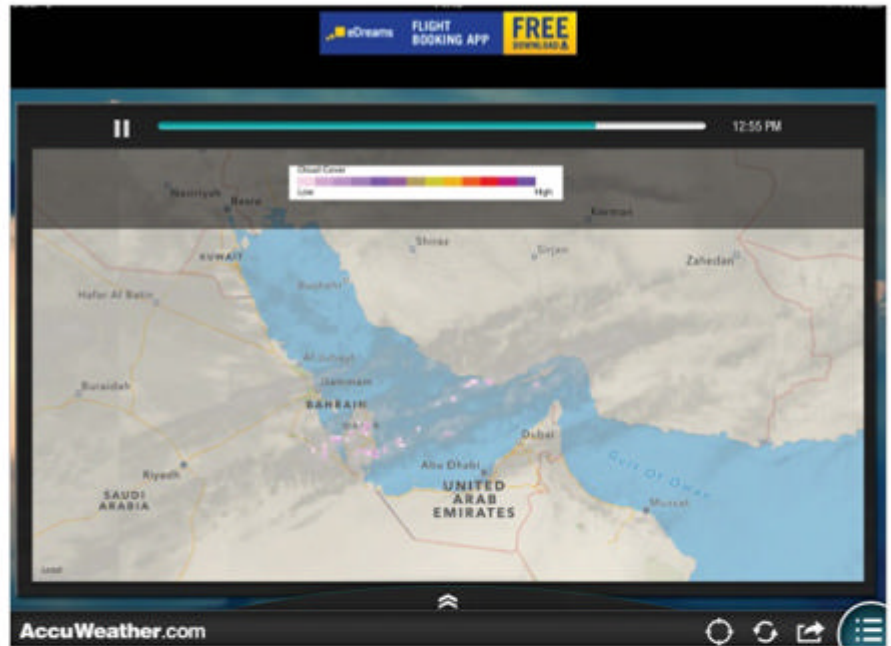


# Weather

Most of us will just want an app that forecasts the weather in our area for the next few days – and there are plenty of apps that perform the function very well.

There's a deluge of weather-centric apps to choose from, which can make it a challenge to find which apps are essential (and which actually work). When choosing our five best apps we have gone for variety, to make sure that all of your weather-related needs will be covered. That way, you'll always know whether to reach for the umbrella or a bottle of suntan lotion.

We've gone for apps that display forecasts as attractive weather-themed videos, apps that display satellite cloud maps, plus apps that give you more specialist forecasts like pollen counts. You can even check out the tidal patterns in your area, or along a nearby coastal resort if you're planning a trip to the beach.



Find out whether it's high tide near you with My Tide Times

The Living Earth app gives you a live view of our planet

For weather-lovers on the go, Celsius is definitely for you

## 5 essential apps

### AccuWeather for iPad

**Price:** Free

**Developer:** AccuWeather



This app comes not only with the latest weather updates from AccuWeather, but also with a smart interface that shows sunrise and sunset as well as moon conditions. There are graphs to show daily temperature fluctuations and there is even a radar feature so you can track various weather systems near you.

### Living Earth

**Price:** £2.99/\$2.99

**Developer:** Radiantlabs



This stunning app gives you a live 3D simulation of the weather around the world. Not only that, the beautifully sleek interface also gives you a quick overview of all the different times in the world. The app gets really interesting when you follow cloud patterns or the movement of hurricanes and tropical storms.

### Celsius

**Price:** £0.69/\$0.99

**Developer:** I.T.W.C.



Most definitely the app for the weather-conscious in a hurry, this app uses the notifications flag that appears on app icons in order to tell you the temperature at your current location. Simply unlock your device and glance at the Celsius icon. It's a whole new level of app efficiency.

### My Tide Times

**Price:** Free

**Developer:** jRuston



Useful for sailors, boat-owners or just casual beachgoers, My Tide Times has tidal information for coastal locations all across the world. The app uses your location so you can find the information about whether its high or low tide near you as soon as you open the app. It's simple but nonetheless useful.

### The Weather Channel

**Price:** Free

**Developer:** Weather Channel Interactive



As well as offering accurate weather predictions, this app also boasts sunrise and sunset times and a 'feels like' temperature so that you can gauge, at-a-glance, what to wear out on any given day. A free app that's definitely worth considering.

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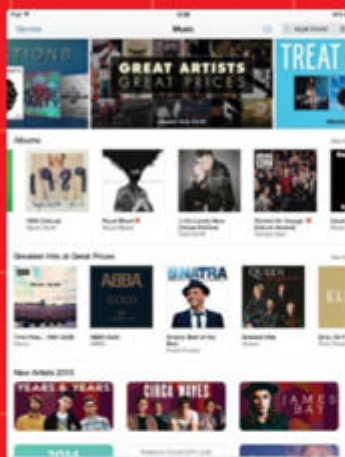


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# iPad

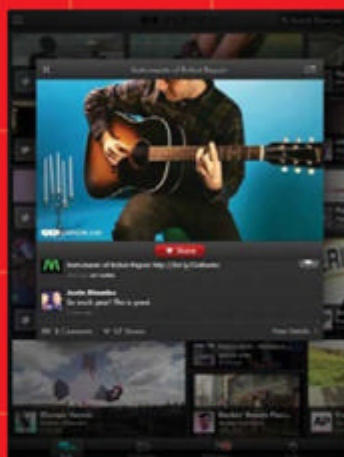
## Tips, Tricks, Apps & Hacks

The independent guide to unlocking your iPad's potential



### Tips

Discover new features of the core apps, including Mail, Safari, iTunes and more



### Tricks

Enhance all aspects of your daily life and routine with the best third party apps



### Apps

Explore the App Store's wealth of amazing solutions for everyday problems



### Hacks

Go beyond the boundaries of iOS and truly personalise your iPad's functionality

over  
500  
top tips



Get the most out of the iPad's capabilities

Create and share music on your iPad



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